

STANISLAUS COUNTY OFFICE OF EDUCATION

Bus Driver/ Utility Worker

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CLASS TITLE: BUS DRIVER/UTILITY WORKER

BASIC FUNCTION:

Under the direction of an assigned supervisor, operates a school bus or transportation vehicle over designated routes within an established time schedule; transports students to and from a specified site and on special event trips; perform daily inspections of a bus or transportation equipment; performs general utility work in connection with the building and grounds maintenance, basic grounds keeping, custodial duties, food service preparation and kitchen work at a designated site; works independently or with a team; and performs related work as assigned.

REPRESENTATIVE DUTIES:

Drives a school bus or transportation vehicle over assigned routes in accordance with an established time schedule.

Assists in evaluating transportation routes and reports unsafe road conditions.

Transports students to and from a specified site and on special event trips.

Loads and unloads students safely at designated sites and on study trips.

Stops traffic and escorts students across streets.

Plans, organizes and implements students' safety and pupil transportation vehicle evacuation drills.

Maintains bus or transportation vehicle in a clean and orderly condition and inspects and reports any mechanical defects or malfunctions.

Adheres to policies and procedures in maintaining appropriate student behavior.

Responds to public contacts concerning transportation problems and concerns.

Completes the daily transportation activity record, including number of students transported, mileage, type of trip, and standby time.

Sweeps, cleans and refuels buses.

May transport children with special learning needs and physical handicaps.

Administers first aid as required and contacts appropriate administrators in case of serious injury or illness.

Assists skilled maintenance workers in projects by holding, lifting, positioning, transporting and securing materials and equipment.

Uses power and hand tools to do simpler tasks.

Performs general maintenance work on buildings, equipment and furnishings.

Operates light trucks or other equipment to pick up or deliver equipment and supplies.

Performs general custodial or groundskeeping work.

Moves and hauls furniture, school equipment and maintenance supplies.

Serves as a helper to maintenance, custodial and food service staff.

Cleans equipment, appliances and tools.

Cleans and sanitizes food preparation and storage areas, food containers and other food service equipment.

Operates a variety of kitchen appliances and food service equipment.

Assists with periodic inventories as assigned.

Reports unsafe conditions and needed repairs to supervisor.

May assist in the preparation, cooking and serving of food.

Performs related maintenance, custodial, grounds keeping and food service duties as assigned.

KNOWLEDGE OF:

Safe driving practices and techniques.

Basic first aid procedures and methods.

Provisions of the California Motor Vehicle Code and Title 13 applicable to the operation of vehicles in the transportation of school children.

Safety and maintenance requirements of bus and other pupil transportation equipment.

Operation and use of hand and power tools used in the maintenance of buildings and grounds.

Operation and use of a variety of kitchen appliances and food service equipment.

Methods and materials used in the maintenance of buildings and facilities.

General safety procedures and practices.

Proper methods of storing equipment, materials and supplies.

Proper lifting techniques.

ABILITY TO:

Drive a school bus and other transportation equipment safely and efficiently.

Maintain appropriate student behavior on a school bus or other transportation equipment.

Perform appropriately in situations requiring tact and diplomacy.

Learn to perform general maintenance, grounds, custodial and food service duties.

Safely operate a variety of vehicles, equipment, appliances, tools used in building maintenance and food service operations.

Handle a variety of work orders and complete work on schedule.

Keep basic work records and make simple reports.

Perform moderately heavy physical labor.

Understand and carry out oral and written directions.

Establish and maintain cooperative working relationships.

EDUCATION & EXPERIENCE:

Preferred: Any combination equivalent to graduation from high school and one year of experience in the transportation of school children, or the completion of a school bus driver training program.

LICENSE & OTHER REQUIREMENTS:

Valid Class II, California Motor Vehicle Operator's License preferred.

Possession of a School Bus Driver's Certificate issued by the California Highway Patrol, including passage of a first aid examination preferred.

*If proper licenses and certificates are not yet in place, SCOE will provide access to and cost of the trainings with the understanding that the worker will successfully obtain the license and certificate while working as a utility worker and before the probationary period of the worker is over. If SCOE provides access and cost of the trainings, the worker will work at least one year in the position or reimburse SCOE for the cost of the training.

Insurability by the County Office of Education liability insurance carrier.

Passage of the CDT drug screening test.

ENVIRONMENT:

Indoor and outdoor environment.

Seasonal heat and cold and adverse weather conditions.

Driving a vehicle to conduct work.

Exposure to cleaning chemicals and fumes.

Working around a variety of equipment, including knives, slicers or other sharp objects.

PHYSICAL DEMANDS:

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Climbing in and out of a vehicle and stairs of buildings.

Sitting, standing or walking for extended periods of time.

Lifting, carrying, pushing or pulling heavy objects.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

HAZARDS:

Driving a vehicle during adverse weather conditions.

APPROVAL DATES:

March 8, 2001

Revised 9/25/07

Revised 10/21/19

CSEA APPROVAL: 10/21/19

FTE: 1.0

UNIT: CSEA

SALARY: Range 9

WORK DAYS: 216