JOBTITLE: Motor Pool Driver

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To transport students to and from school, on field trips, and other sites within designated route(s) and to ensure the safety of student passengers while riding in a District bus. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class is responsible for the safe operation of assigned District bus while meeting established bus schedules.

SUPERVISOR: Transportation Foreperson

TYPICAL DUTIES

- Drives District bus over a prescribed route(s) in accordance with time schedules; picking up and discharging students at designated stops

- Transports students and teachers on field trips to various locations; planning necessary route(s) and stops as needed

- Maintains order and proper discipline of student passengers according to District policy; enforces bus riding rules

- Conducts safety and operational inspection for assigned bus daily prior to starting route

- Reports needed mechanical repairs when necessary

- Services buses with gas, diesel fuel, and oil; checks and fills tires and batteries

- Maintains cleanliness of vehicle to endure safe operating condition

- Completes mileage and other reports including passenger counts

- Adheres as closely as possible to established schedule of bus stop arrival and departure times

- Operates a two-way radio

- Delivers outreach materials

- May transport mentally and physically disabled students

- May be required to keep ICC driver's log
TYPICAL DUTIES - Continued

- Chains bus when road conditions deem it necessary
- Washes bus as needed
- May operate a handicap van as required
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Possession of:

- A valid and current Medical Certificate
- A valid and current unrestricted Class A or B Commercial Driver's License with a passenger endorsement
- A valid and current school bus driver's certificate and airbrake certificate
- A safe driving record

Knowledge of:

- The California State Motor Vehicle Code, the California State Education Code, and District policies and requirements related to the operation of vehicles used in the transport of students
- Basic first aid practices, procedures, and techniques
- Safe driving practices and operation of heavy duty equipment

Ability to:

- Read and write at a level necessary to successfully perform the required duties
- Understand and carry out both oral and written instructions in an independent manner
- Establish and maintain proper student conduct on District vehicle
- Maintain a safe driving record, safely and effectively drive a District bus
- Exercise good judgment and extreme caution while driving
- Meet the physical requirements necessary to safely and effectively perform required duties

EMPLOYMENT STANDARDS - Continued
- Establish and maintain effective work relationships with those contacted in the performance of required duties

**Education/Experience:**

- High School graduation or the equivalent.

Created 2/88 - Revised 9/01