

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

MECHANIC/BUS DRIVER

BASIC JOB FUNCTIONS:

Under the direction of assigned supervisor, this classification performs journey level mechanics and repair work on school buses and other automotive equipment; lubricate and service buses, automobiles and other motorized equipment including heavy machinery; may be required by the district to be certified in school bus driving.

DISTINGUISHING CHARACTERISTICS, IF APPLICABLE: Positions in this job classification perform difficult and specialized maintenance and repairs to grounds, construction and maintenance equipment and to school buses and other passenger vehicles. The level of mechanical skills necessary for positions in this classification require an in-depth knowledge of vehicular and mechanical equipment maintenance and repairs and the skills necessary to perform preventative maintenance and complex repairs. In addition, positions in this job classification require knowledge of laws, regulations, procedures and methods related to the safe operation and maintenance of school buses and student transportation.

ESSENTIAL JOB FUNCTIONS

- Plan and implement a preventative maintenance program for all vehicles and equipment.
- Inspect, diagnose, overhaul, adjust and repair gas and diesel powered buses, trucks, automobiles and other power equipment; respond to emergency requests for service as assigned; makes roadside repairs as required.
- Perform a prescribed preventative maintenance program on the bus fleet, trucks and automobiles.
- May serve as reporting person for Bureau of Automobile Repair
- Evaluate maintenance, servicing, and repair needs; inspect and diagnose mechanical malfunctions; prepare work lists of the mechanical maintenance and repair needs of mechanical equipment; maintain related records.
- Perform scheduled preventive maintenance safety checks and inspections; maintain vehicle maintenance records; assure compliance with California Highway Patrol school bus maintenance regulations; complete check sheet and repair report.
- Adjust and repair brakes; maintain and replace power disc, air and hydraulic brake system components; install axles; overhaul steering gears and drive shafts; perform tune-ups.
- Diagnose and repair engine electrical and ignition systems, such as distributors, coils, alternators, starters, and related systems; schedule engine replacement and overhauls as needed.
- Repair and adjust standard transmissions, drive-shafts, differentials, universal joints, gears, valves, transfer cases, and rear ends; remove and replace transmissions.
- Maintain shop area, equipment and tools in a safe, clean and orderly condition; dispose of hazardous materials in accordance with established guidelines; steam clean equipment.
- Operate a variety of diagnostic equipment and machinery utilized in the maintenance and repair of vehicles and equipment.
- Perform a variety of repairs to vehicles such as changing light bulbs, replacing air conditioning components and replacing glass for windows.
- Build and sustain inventory of all vehicle parts and maintain information in appropriate software program.
- Performs various welding tasks.
- Maintain a variety of records, including vehicle identification, date, mileage and nature of each inspection, maintenance, lubrication and repair performed
- Drives buses and other motorized equipment as needed
- Performs other related duties as assigned

As a School Bus Driver

- Drives a school bus on assigned routes in accordance with time schedules
- Escorts children across streets, stopping traffic as necessary.
- Maintains order among students on the bus and at bus stops; follows district policies regarding students discipline and reporting student misconduct to supervisor or administrator(s)
- Drives a school bus for assigned field trips; conducts a review of safety procedures and requirements with students, staff and chaperones prior to departing on field trip
- Cleans, washes, and fuels District buses, vehicles and other equipment
- Performs minor vehicle maintenance
- May transport children with special needs
- Performs other related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- General safety procedures and practices; applicable codes, regulations and safety equipment.
- Basic terminology, vocabulary and skills used in vehicle and mechanical maintenance and repairs.
- Methods, materials, tools and standards practices employed in the safe operation of school buses and student transportation.
- Requires knowledge of the uses and purposes of hand and power tools as well as equipment used in vehicle and mechanical maintenance and repair.

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- In-depth knowledge of safe work practices related to the various areas of specialization.
- Safe driving practices; safe operation and maintenance of large and small school buses.
- All applicable provisions of the California Vehicle Code, California Code of Regulations Title V and XIII, the Passenger Transportation Safety Handbook, and Education Code relating to public transportation.
- Requirements for maintaining a valid certificate and commercial driver's license.
- Basic principles of a school district transportation system.
- School district geography and safe transportation routes.
- Communication systems, i.e. two-way radios and emergency communication devices.
- Basic first aid practices.

Ability to:

- Read, write, understand and communicate in English at a level necessary for successful job performance.
- Prioritize work to maximize productivity.
- Read, interpret and follow rules, regulations, policies and procedures.
- Perform basic arithmetic computations (sums; differences) and mathematical calculations using fractions, percent and/or ratios.
- Maintain records and logs.
- Promptly respond to urgent vehicle repair/maintenance situations.
- Drive and operate vehicles and equipment efficiently and safely.
- Complete assigned duties despite interruptions.
- Interact appropriately with supervisors, coworkers, parents, students and others.
- Assist in maintaining a safe working environment.
- Ability to maintain and repair power and mechanical equipment used in maintenance operations.
- Ability to perform welding tasks.
- Communicate district policies regarding student behavior and appropriate student conduct on school buses; maintain appropriate student conduct on buses; discipline students when necessary; report unruly student behavior to supervisors; recommend further action, as required.
- Read and interpret a road map.
- Operate all school buses and related equipment in the District fleet.
- Work independently with a minimum of supervision and exercise good judgment.
- Input and retrieve applicable bus transportation data using a computer.
- Administer first aid, when necessary.

PHYSICAL DEMANDS / WORKING CONDITIONS:

- **Physical Demands:** While performing the essential functions and responsibilities of this job, the employee is regularly required to stand for long periods of time; walk, sit, kneel, crouch and/or crawl, push, lift, bend, reach, climb and significant finger dexterity; speak and hear effectively. The employee must regularly lift and/or move up to 50 pounds. Generally, the job requires 25% sitting, 50% walking, and 25% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.
- **Working Conditions:** Work is performed both indoors and outdoors and requires the employee to operate power equipment and motor vehicles; work on scaffolding. In performing the essential functions and responsibilities of this job, the employee will be exposed to dust, dirt, noise from equipment; high voltage, hazardous chemicals and materials and/or exhaust fumes; traffic noise and traffic hazards.

EDUCATION AND EXPERIENCE:

- Requires a high school diploma or equivalent.
- Requires a minimum of two (2) years of experience operating school buses in the transportation of regular and special needs children; and or experience that could provide the desired knowledge and abilities.
- Requires completion of a recognized apprenticeship as an automotive mechanic or full journeyman status as an automotive and diesel mechanic; a minimum of three (3) years applicable work experience in a heavy duty truck or bus shop facility; alternative combinations of technical training and work experience that could provide the desired knowledge and abilities.
- Bilingual, English-Spanish highly desirable

LICENSES AND OTHER REQUIREMENTS:

Prospective and current employees are expected to possess and maintain the following:

- Current Driver's License issued by the California Department of Motor Vehicles (DMV)
- Possession of, or ability to obtain a Class A or B license with a Passenger Endorsement issued by the California Department of Motor Vehicles (DMV)
- Possession of, or ability to obtain a School Bus Certificate, issued by the California DMV
- Possession of, or ability to obtain a First Aid certificate issued by the Red Cross or California Highway Patrol (CHP)

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- Department of Justice fingerprint clearance at the CHP
- Department of Transportation Medical Certificate (DL-51)
- Clean driving record, both personally and professionally
- Drug and Alcohol Testing clearance

CONDITIONS OF EMPLOYMENT:

Upon an offer of employment, prospective employees shall meet the following requirements as a condition of employment:

- Department of Justice fingerprint clearance processed by the District or District-approved agency
- TB (Tuberculosis) clearance
- Pre-employment physical
- Evidence of all conditions listed under Licenses, Certificates and Clearances have been met
- File the oath or affirmation of allegiance required by Government Code Sections 3100-3109

SALARY RANGE: 25

WORK YEAR: 12 months