

# WILLOWS UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**CLASS TITLE: Bus Driver/Utility/Mechanic II**  
**Classification: Range 37**

### **BASIC FUNCTION:**

Operates a school bus daily over designed routes in accordance with established time schedules; transports staff and students on extra-curricular trips to various locations. In addition, may be responsible for other duties associated with Custodian, Grounds, and both facility and automotive equipment repair and maintenance. Works under the direction and supervision of the Transportation Director.

### **REPRESENTATIVE DUTIES:**

Individuals in this position may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Operates a school bus daily over specific routes or on special trips (See job description for Bus Driver for more specifics.)

Performs necessary repairs, maintenance, and general upkeep of all automotive equipment used in the District's operations such as buses, trucks, cars, vans and other motor-driven equipment.

With Supervisor's approval, purchase necessary parts and supplies and maintain current inventories; complete and maintain all necessary forms pertaining to maintenance and repair of all District vehicles.

Performs specific duties as assigned that are related to construction such as carpentry, painting, plumbing, electrical work, plastering, glazing, welding and concrete work.

Performs routine grounds work such as sweeping, fertilizing, watering and mowing lawns, irrigation sprinkler installation and repair, care of trees, shrubs and flowers, and general campus cleanliness.

Performs all other related duties associated with classified employment as required.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Methods, machinery, tools and equipment employed in the repair and maintenance of automotive equipment; general knowledge of trouble shooting, repairing and maintaining engines (gasoline and diesel), drive trains standard automatic) and brake systems (hydraulic and air).

Operation and use of hand and power tools and equipment.

Safe driving practices.

Laws governing vehicle maintenance and inspection standards.

Health and safety regulations.

Basic record keeping techniques.

**ABILITY TO:**

Drive a school bus in a safe and efficient manner.  
Work cooperatively with others and follow directions from the supervisor.  
Operate a variety of tools and equipment used in the maintenance and repair of District equipment and facilities, along with in the upkeep of the grounds.  
Perform a variety of skilled activities related to the maintenance and mechanical repair of school buses, vehicles, and other equipment.  
Meet schedules and timelines.  
Analyze situations accurately and adopt an effective course of action.  
Prioritize and schedule work accordingly.  
Understand and follow oral and written directions.  
Communicate effectively both orally and in writing.  
Lift, carry, push and pull heavy objects up to 50 lbs.

**EDUCATION AND EXPERIENCE:**

Attained a high school diploma or equivalent. Completed at least one year of full time experience in advanced auto mechanics, with experience in the repair and maintenance of both gasoline and diesel engines.

**LICENSE AND OTHER REQUIREMENTS:**

Valid California Class C and School Bus Driver's License  
Valid CPR/ First Aid Certificate must be maintained throughout the validity of the license if the waiver is used.  
Valid S Certificate  
Incumbents in this class must maintain a negative drug and alcohol test Certification and maintain a clear fingerprint record.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School bus environment.  
Driving a vehicle to conduct work.  
Indoor and outdoor work environment.  
Subject to noise from equipment operation.  
Exposure to fumes, dust, dirt, oil/grease.  
Shop environment.  
Incumbents in this class may be required to respond to emergency calls.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate assigned tools and equipment.  
Lifting, carrying, pushing, and pulling heavy objects.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Standing for extended periods of time.  
Walking over rough or uneven surfaces.  
Sitting for extended periods of time when operating a transportation vehicle.

**HAZARDS:**

Traffic hazards.

Driving a vehicle during adverse weather conditions.  
Working around and with machinery having moving parts.

Board Approved: 9/02/04  
Board Revised: 5/04/06