



EL TEJON UNIFIED SCHOOL DISTRICT

Rodney Wallace
District Superintendent

CLASSIFIED JOB OPENING

POSITION: Bus Driver/Groundswoker
8 hours per day, 12 months

SALARY RANGE: #17 \$15.80 to \$19.42

LOCATION: Frazier Mountain High School

SELECTION PROCESS: Qualifications and suitability for the position will be assessed in an oral interview.

APPLICATION PROCEDURE: Please submit an application and resume to Rodney Wallace by October 10, 2018.

PRE-EMPLOYMENT PHYSICAL EXAMINATION: Your appointment is not assured until you have passed this physical.

El Tejon Unified School District

BUS DRIVER/GROUNDSWORKER Job Description

JOB SUMMARY

Under supervision of Principal and the Director of Maintenance, Operations and Transportation, to perform routine grounds maintenance and gardening work at school sites; to assist in a variety of construction projects; and to do other related work as assigned. To drive a school bus over designated routes for the purpose of transporting students to and from school and on special trips; and to do other related work as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

Safe driving practices.

State laws, rules and regulations pertaining to school bus operations and pupil transportation.

First aid practices.

How to drive a school bus safely and efficiently.

Principles, procedures and methods used in caring for plants, shrubs, flowers, trees and lawns;

Materials and equipment used in cultivating, pruning and caring for plants, shrubs, flowers, trees and lawns;

Specialized maintenance procedures in such areas as weed control, blacktop and asphalt work and sprinkler system installation;

Purposes and functions of a variety of equipment and tools used in maintenance including heavy equipment. Safe work practices.

Ability to:

Operate a variety of power driven equipment with skill and independence;

Understand and follow oral and written instructions;

Maintain order among students on a school bus.

Recognize malfunctions in equipment and take appropriate action.

Learn designated bus route, including stops and traffic hazards.

Maintain simple records.

Work independently without supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Preferred or Desired Experience and Training Guidelines:

Qualifications include any combination of experience and training that would likely provide the required knowledge and abilities.

Preferred or Desired Experience:

One year of grounds maintenance experience

One year of increasingly responsible bus driving experience.

Training: Formal or informal training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:

Possession of a valid Class A or B, California Motor Vehicle Operator's License; and, School Bus License/Certificate or enrolled and/or enroll in the next available Bus Driver Training program and obtain a School Bus Driver License/Certificate within 6 months. The District may extend past the 6 months, under extenuating circumstances, this timeframe.

Applicants hired prior to fulfilling the requirements of being a licensed/certificated bus driver will be paid at the lower of the combined positions until all requirements are met. Once all requirements are met the employee will be placed at the appropriate pay rate of the combined position.

Applicants hired prior to fulfilling the requirements of being a licensed/certificated bus driver will, upon completion of obtaining the bus driving licensed/certification and signing a letter of intent to return the following year, will be reimbursed for classes/training needed to obtain the bus driver license/certification.

ESSENTIAL FUNCTIONS OF THIS POSITION

- 1) Drive a school bus daily over designated routes in accordance with time schedules, picking up and discharging students;
- 2) Escort students across streets when necessary, stopping traffic as needed;
- 3) Transport students and teachers on field trips to various locations making departure and arrival time as scheduled;
- 4) Assist in maintaining the school bus and other motor equipment in a clean and safe operating condition;
- 5) Maintain good order among students on the bus following district policies regarding the disciplining of children;
- 6) Make routine safety checks, report problems or equipment malfunctions;
- 7) Maintain records of all trips;
- 8) Install tire chains;
- 9) Prepare ground for planting; plant, replant, fertilize, water, trim and prune shrubs, trees, flowers and lawns; rake leaves from planter areas;
- 10) Mow and water lawns; weed lawn areas; edge sidewalk areas;
- 11) Power blow sidewalks, tennis and basketball courts and other walkway areas after mowing lawn;
- 12) Mix and apply herbicides, pesticides and sprays over planted areas in accordance with state law;
- 13) Operate chain saw, cut fallen trees and limbs;
- 14) Clean and maintain grounds, pick up trash on school campus; pick up broken glass and debris around campus;
- 15) Line athletic fields and track; reseed, fertilize and restore playing fields after sports events and activities;
- 16) Maintain all tools and equipment; clean, grease and adjust equipment as needed;
- 17) Repair minor sprinkler problems such as replacing sprinkler heads and repairing broken water lines;
- 18) Operate sweeper to clean parking lots and blacktop areas; repair blacktop areas as needed; refill holes and cavities;
- 19) Mix, apply and cut cement as needed;
- 20) Operate cherry picker as needed to install goal posts and prune trees;
- 21) Operate heavy machinery pertaining to special projects as required;
- 22) Inspect and repair playground apparatus;
- 23) Maintain confidentiality on school-related matters; Cooperative working relations with students, staff and community,
- 24) File accident reports when necessary;
- 25) Attend scheduled safety meetings and safety programs; report incidents which affect the safety of pupils;
- 26) Physically assist students on and off bus when necessary.
- 27) Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements.

1 = Seldom = Less than 25 percent

2 = Occasional = 25-50 percent

3 = Often = 51-75 percent

4 = Very frequent = 76 percent and above

- 4 a. Ability to sit for extended periods of time.
- 1 b. Ability to stand for extended periods of time and ascend and descend steps.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observe students.
- 4 d. Ability to hear and understand speech at normal levels.

- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, kneel and stoop.
- 2 g. Ability to lift 40 lbs.
- 2 h. Ability to carry 40 lbs.
- 3 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

- 1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SALARY RANGE:

Fulfilled requirements 17

Establishing requirements 9

Board Approved: 9/13/18