

**MOTHER LODE UNION SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Utility/Relief Driver	<b>REPORTS TO:</b>	Dir. of M.O.T.
<b>DEPARTMENT:</b>	Operations	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	194 days/yr 4 hr/day
<b>BOARD APPROVAL:</b>	11/12/2003	<b>SALARY:</b>	Range 11
<b>CSEA APPROVAL:</b>	9/19/2003		

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**BASIC FUNCTION:**

This is an on-duty position whose primary responsibility is to substitute for drivers who are not available for any portion of their daily assignment. This would include driving a school bus on specific district routes or school activity trips when necessary. When substitute assignment is not necessary, this position would also include other duties as assigned.

**REPRESENTATIVE DUTIES:**

- As a substitute school bus driver, drives designated routes when necessary. *E*
- May be assigned as a bus driver for field trips and charter trips when no other drivers are available. *E*
- Maintains records and submits reports as required. *E*
- Routine cleaning of the assigned bus. *E*
- Assists regular drivers with seating charts and discipline issues. *E*
- Performs routine filing of Transportation forms. *E*
- Repair and replace school bus seats. *E*
- Pick up parts and supplies at Transportation vendors. *E*
- Other duties as assigned by the Fleet Services Leader or Director of MOT. *E*

**EDUCATION AND EXPERIENCE:**

- Previous experience working with children, desirable.
- Education at a level to demonstrate the ability to perform the duties and responsibilities as described. Equivalent to completion of the twelfth (12) grade.

**LICENSES AND OTHER REQUIREMENTS:**

- 1) California Commercial Class A or B Drivers License (Unrestricted ability to operate assigned fleet school buses) with the following endorsements:
  - “P” Passenger Endorsement
  - “S” School Bus Endorsement
- 2) California Special Driver Certificate for School Bus including Valid First Aid Qualification  
(If CHP First Aid Test Waived must comply with Section 12522(c) of the CA Vehicle Code)  
(Unrestricted ability to operate assigned fleet school buses)
- 3) Valid Medical Examiners Certificate (DL-51A) & Medical Examination Report (DL-51)

**LICENSES AND OTHER REQUIREMENTS:** (continued)

- 4) Valid Documented TO-1 Training Hours  
(in compliance with Sections 40080.-40090.5 of the CA Education Code)

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE:**

- Safe driving practices and techniques.
- Basic first aid procedures and methods.
- Safety and maintenance requirements of bus equipment.
- Provisions of the California Motor Vehicle Code and Title XIII applicable to the operation of vehicles in the transportation of school children.
- Methods, materials, tools and equipment used in maintenance of school vehicles.

**ABILITY TO:**

- Drive a school bus along designated route safely and efficiently.
- Maintain appropriate student behavior on a school bus or other transportation equipment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Promote good public relations within the school district.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School bus environment; driving in various road and weather conditions; noise.

**PHYSICAL ABILITIES:**

Lift, carry, push, and pull heavy up to 75 pound (floor and chest lifts) objects; sitting for extended periods of time when operating a transportation vehicle; walking and stepping up/down or standing for extended periods of time; bending at the waist; hearing and speaking to exchange information. Corrected hearing and vision to normal range.

**HAZARDS:**

Traffic hazards when stopping traffic and escorting students across streets.