



JOB DESCRIPTION
TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Vehicle Service Assistant/Bus Driver

Revised 2/23

DEFINITION

Under the immediate supervision of the Transportation Supervisor or designee, the Vehicle Service Technician/Bus Driver performs routine preventative maintenance and repairs district automobiles, busses, and equipment and driver a school bus as directed.

ESSENTIAL FUNCTIONS

1. Maintains a program of scheduled preventive maintenance for district automobiles, busses, and equipment. *E*
2. Performs lubrication procedures and associated parts replacements according to schedule. *E*
3. Performs standard brake inspections and adjustments. *E*
4. Maintains accurate repair records for CHP requirements. *E*
5. Accurately prepares and maintains records of safety inspections conducted on District vehicles. *E*
6. Accurately prepares and maintain records of work performed including hours and materials purchased and used. *E*
7. Completes minor mechanical repairs and other vehicle repairs as directed. *E*
8. Perform tire inspections, repairs, rotations, and replacements on all district vehicles as needed. *E*
9. Performs repair and replacement of vehicle upholstery. *E*
10. Performs window glass repair and replacement on district vehicles. *E*
11. Performs clutch inspections and adjustments as needed. *E*
12. Maintains an inventory of air, fuel, oil, and water filters for all district vehicles and equipment preventive maintenance programs. *E*
13. Performs bus oil changes in accordance with established schedule. *E*
14. Notifies supervisor of ordered parts and ensures orders are received in a timely manner. *E*
15. Operate district vehicles in accordance with all state laws and regulations. *E*
16. Performs Student Pupil Activity Bus (SPAB) inspections for charter bus services as directed. *E*
17. Fuels District vehicles. *E*
18. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent required
High School or trade school automotive repair training or related experience preferred

Experience

Six months of automotive shop experience or related experience maintaining and servicing vehicles

Licenses and Other Requirements

DOJ and FBI Fingerprint clearance

TB Test documentation within the last four years
Valid California School Bus Driver's License or willingness and ability to complete it within six (6) months or 130 days of being in paid status
California Special Driver Certificate for school bus operation
Basic First Aid Certification

KNOWLEDGE AND ABILITIES

Knowledge of

1. Methods, equipment, and materials used in mechanical maintenance, servicing, and repairs.
2. Operation, use, and care of hand and power tools and equipment used in gasoline and diesel engine repair and the repair and maintenance of related parts and equipment.
3. Basic principles of internal combustion engines.
4. California rules and regulations related to pupil transportation and smog control.
5. Applicable health and safety laws, regulations, and procedures.
6. Proper lifting techniques.
7. Basic computer and software operation.
8. Basic record keeping techniques including maintaining records on a computer system.
9. Safe driving principles and practices.

Ability to

1. Perform basic maintenance and repairs on gasoline, diesel, and electric powered engines and equipment.
2. Read and interpret mechanical and electrical diagrams.
3. Operate tools and equipment used in the skilled diagnosis and repair of internal combustion engines and related equipment.
4. Accurately maintain required records and complete reports related to work performed.
5. Understand and follow oral and written directions.
6. Plan and organize work.
7. Work cooperatively with others.
8. Observe health and safety regulations.
9. Make mathematical calculations quickly and accurately.
10. Observe legal and defensive driving practices.
11. Communicate effectively with others.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor/outdoor environment subject to changing temperatures exceeding 90 degrees.
- Subject to regular exposure to fumes, dust and odor, vehicle exhaust, dirt, oil, grease, and noise from equipment operation.
- Work around and with machinery and motorized equipment.
- Work in a shop.
- Changing priorities and interruptions.

Physical Demands

- Sitting, standing, and walking for extended periods of time.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds.
- Manipulate hands and fingers to operate a variety of specialized tools and equipment.
- Reach overhead, the shoulder and horizontally to reach and place materials and equipment in

certain areas.

- Occasional bending, kneeling, crouching, turning and twisting.
- Occasional carrying, pushing, or pulling boxes and engines.
- Crawling under vehicles.
- Clarity of vision at varying distances to observe diagnostic instruments, manuals, and other printed information.
- Auditory capabilities to listen to engine operation.
- Perform physically demanding work.
- May require driving a vehicle to conduct work.

Hazards

- Working with tools, and power machinery.

Work Day: 8 hours/day

Work Year: 260 days

Salary: Range 13