

**FONTANA UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**TITLE:** **Heavy Duty Mechanic**

**CATEGORY:** **Classified Non-Exempt**

**SALARY RANGE:** **Range 23**

**WORK YEAR:** **260 days**

**Definition:**

**POSITION DESCRIPTION:**

Under general supervision, performs skilled mechanical maintenance in overhauling and repairing large and small diesel and gasoline, natural gas and electric powered buses, passenger vehicles, trucks, ~~fork lifts~~forklifts, mowers, and grounds, and construction equipment; ~~performs preventive maintenance inspection of buses, trucks, autos, mowers, grounds, assists with the instruction and construction equipment; performs related duties as required~~training of assistants; ~~diagnoses and repairs onboard computer systems.~~

**Class Characteristics:**

~~This is the fully qualified journeyman level class in the mechanic series. Positions in this class are normally filled by advancement from the class of Mechanic Repair Worker. Incumbents are expected to perform skilled journeyman level repairs independently on all District vehicles, including diesel, and assist with the instruction and training of assistants. Diagnoses and repairs onboard computer systems for anti-skid braking system, diesel engines, gas engines.~~

**Examples of Duties:**

**PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):**

- 1.** Diagnoses and repairs mechanical defects in a variety of vehicles at the garage or in the field.
- 2.** Rebuilds or repairs engines, standard transmissions, rear ends, starters, alternators, generators, brakes, clutches, axles, power and manual steering gears, drive shafts, carburetors, cooling systems, and other mechanical and electrical assemblies and air-operated systems.

- 3.0 Performs complete tune-ups and rewiring for trailers and lights.
- 4.0 Repairs, replaces, and adjusts power ~~diesel~~discs, air, hydraulic, and hydrovac brakes.
- 5.0 Spot paints and makes minor body repairs.
- 6.0 Contacts parts dealers and refers to ~~catalogues~~catalogs to order needed parts and supplies.
- 7.0 Performs preventive maintenance ~~inspection~~inspections of gasoline, diesel and, compressed natural gas, and electric school buses in compliance with Motor ~~Carrier~~Carier Safety Regulations and completes a check sheet and ~~repair~~ report.
- 8.0 ~~Keeps~~Maintains work area ~~for~~ clean and safe environment.
- 9.0 ~~Keeps~~Maintains time and material records.
- 10.0 Leads and instructs assigned helpers.
- 11.0 May fabricate parts, including the performance of necessary ~~machin~~machines and gas and electric welding.
- May be required to drive a bus.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

#### **Job Requirements – Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:**

##### Education:

- Completion of high school or equivalency

##### Experience:

##### License Required:

- One (1) year of journey-level experience in the maintenance, repair, and overhaul of heavy and light gasoline, diesel, compressed natural gas, and electrically powered automotive equipment

##### Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Possess a valid California Class A or Class B ~~Driver's~~Driver's License with Passenger Endorsement upon

- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency
- Forklift Operator Certificate within 90 days of employment.

Minimum Qualifications:

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Principles of internal combustion engines;
- Methods procedures, tools, equipment, and materials used in the repair and maintenance of motorized equipment; ~~shop mathematics~~
- Appropriate safety precautions and procedures
- English usage and grammar
- Mathematical calculations
- Operation and use of hand and power tools and equipment
- Policies, procedures, and codes related to repair and maintenance of vehicles
- Proper lifting techniques
- Proper methods of storing equipment, materials and supplies
- Record-keeping techniques
- Technical aspects of the mechanical trade

Ability to:

- Diagnose and repair mechanical, electrical, and electronic defects; ~~operate~~
- Operate, in a safe manner, a variety of equipment used in ~~repairing the~~ ~~repair~~ or servicing of vehicles; ~~read~~
- Read and use mechanical diagrams, repair manuals, and parts catalogues; ~~keep simple catalogs~~
- Maintain various records; ~~understand~~ related to work performed
- Understand and ~~carry out~~ follow oral and written directions; ~~work~~ cooperatively with those contacted in the course of
- Adhere to safety practices
- Adapt to changing work priorities
- Analyze situations accurately

Experience:

- One year of journey level experience in the maintenance, repair and overhaul of heavy ~~adopt an effective course of action~~
- Communicate effectively both orally and ~~light gasoline, diesel in writing~~
- Establish and ~~compressed natural gas~~ powered automotive ~~maintain~~ collaborative and effective working relationships with others

- Maintain tools, work areas, and garage facility in a clean and orderly condition
- Meet schedules and timelines
- Observe health and safety regulations and procedures
- Operate a variety of tools and equipment used in skilled mechanical trade effectively and safely

Education:

Completion of the 12<sup>th</sup> grade or equivalent.

- Incorporated within one or more of the previously mentioned performance responsibilities, which are Perform shop math with speed and accuracy
- Work independently with little or no direction
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job description, are the following. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential physical requirements: functions.

- Ability to bend, twist, stoop, reach and squat.
- Ability to work Job is performed in an mechanic's environment that involves
- Driving a District vehicle to conduct work
- Employees in this class may be required to work evening shift hours
- Indoor and outdoor work environment with exposure to fumes and odors.
- Ability to demonstrate fine manual dexterity.
- Ability to endure considerable walking and standing.
- Ability to work indoors and outdoors, enduring exposure to various weather elements.
- Ability to trade shops

**NOTE:** The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Some bending at the waist, stooping, kneeling, crouching, and/or crawling
- Dexterity of hands and fingers to operate specialized equipment and tools
- Standing, walking, sitting, or working for extended periods of time
- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push and carry or pull very heavy objects, with the use of hand trucks or other equipment up to 100 pounds with frequent lifting, pushing and/or carrying of 50 pounds.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels. Hearing and speaking to exchange information
- Heavy physical labor
- Reaching overhead, above the shoulders and horizontally
- Seeing to read and perform primary functions of classification and view computer screens
- Standing, walking, sitting, or working for extended periods of time

Hazards:

- Working around and with heavy industrial machinery having moving parts
- Chemical fumes and odors
- Traffic hazards

Original Board Approval: 11/1989

Revised: 11/06/2008; 02/20/2013; 12/18/2025

**HEAVY DUTY MECHANIC REPAIR WORKER**  
**FONTANA UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**TITLE:** **Heavy Duty Mechanic Repair Worker**

**CATEGORY:** **Classified Non-Exempt**

**SALARY RANGE:** **Range 19**

**Definition:**

**WORK YEAR:** **260 days**

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**POSITION DESCRIPTION:**

Under general supervision, performs skilled work in the repair and maintenance of buses and automotive equipment; performs related duties as required.

**Class Characteristics:**

This position performs more complex work than the Service Worker, but does not perform the full range of repairs as does the Mechanic. Incumbents are expected to perform technical mechanical repairs independently and skilled repairs with assistance or under general supervision. Incumbents perform tasks involving; full responsibility for diagnosis, trouble shootingtroubleshooting, and difficult repairs. This position may be assigned to a night shift crew.

**Examples of Duties:**

Makes all types of repairs to

**PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):**

1. Repairs gasoline and diesel mechanical equipment, such as major and minor engine overhauls, and adjusting and repairing transmissions.
2. Diagnoses mechanical defects on gasoline and diesel-powered school buses, trucks, automobiles, and other mechanical equipment.
3. Performs major transmission overhauls.
4. Checks, replaces, and adjusts lights, carburetors, points, plugs, brakes, and fan belts.
5. Adjusts clutches, carburetors, and timing.
6. Checks and replaces distributors, wheel bearings, condensers, master cylinders, coils, water pumps, and battery cables.

- 7. Repairs air brakes.
- 8. Changes tires.
- 9. Changes oil.
- 10. Lubricates vehicles.
- 11. Completes the preventive maintenance check list.
- 12. KeepsMaintains time and material records.
- Maintains work area for a clean and safe environment.
- 13. Picks up and delivers parts and supplies.
- 14. May be required to drive a bus.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

**Job Requirements – Qualifications**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:**

Education:

- Completion of high school or equivalency

Experience:

License Required:

~~Possession of a valid and appropriate California Driver's License.~~

- Two (2) years of verifiable experience in automotive and bus repair work or serving.

-OR-

- One (1) year of experience at/or equivalent to the level of Mechanic Repair Worker with the ~~Fontana Unified School District~~

~~Heavy Duty Mechanic Repair Worker~~

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**Minimum Qualifications:**

**Licenses, Certifications, and/or Clearance Requirements:**

- Department of Justice Fingerprint Clearance
- Possess a valid California Class B Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

- Forklift Operator Certificate within 90 days of employment

### **KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

- Function of mechanical and electrical parts and assemblies of automotive vehicles;
- Methods, procedures, tools and equipment and materials used in the repair of automotive vehicles and buses.
- Appropriate safety precautions and procedures
- English usage and grammar
- Mathematical calculations
- Operation and use of hand and power tools and equipment
- Policies, procedures, and codes related to repair and maintenance of vehicles
- Proper lifting techniques
- Proper methods of storing equipment, materials and supplies
- Record-keeping techniques
- Technical aspects of the mechanical trade

#### Ability to:

- Perform mechanical and electrical repairs quickly; perform
- Perform skilled work in the maintenance and repair of gasoline and diesel automotive equipment, including brake adjustment and repair, clutch assembly repairs and adjustments, and automotive and bus tune-up; use parts, catalogs, and vehicle repair manuals, including schematic drawings; maintain simple records; work cooperatively with those contacted in the course of work; understand and carry out oral and written directions; do shop math; maintain tools, work areas and garage facility in a clean and orderly condition.

#### Use parts, catalogs,

#### Experience:

- Two years of experience in automotive and bus vehicle repair manuals, including schematic drawings
- Maintain various records related to work or servicing performed

or

~~One year of experience at/or equivalent to the level of Automotive Service Worker with the Fontana Unified School District.~~

**Education:**

- ~~Individuals possessing the experience, knowledge, and abilities listed above are considered to possess the necessary education~~  
~~Establish and maintain collaborative and effective working relationships with others~~

**Understand:**

**Physical Demands and Working Conditions:**

- ~~Strength: Heavy work – lifting, carrying, pushing, and/or pulling 100 pounds maximum~~  
~~follow oral and written instructions~~
- ~~Perform shop math with frequent lifting and/or carrying of objects weighing up to 50 pounds. speed and accuracy~~
- ~~Maintain tools, work areas, and garage facility in a clean and orderly condition~~
- ~~Adhere to safety practices~~
- ~~Adapt to changing work priorities~~
- ~~Communicate effectively both orally and in writing~~
- ~~Meet schedules and timelines~~
- ~~Observe health and safety regulations and procedures~~
- ~~Operate a motor vehicle as necessary~~
- ~~Operate a variety of tools and equipment used in the skilled mechanical trade effectively and safely~~
- ~~Work independently with little or no direction~~
- ~~Work successfully in a diverse environment~~

**WORKING CONDITIONS:**

**Environment:**

~~The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

- ~~Job is performed in a mechanic's environment~~
- ~~Driving a District vehicle to conduct work~~
- ~~Employees in this class may be required to work evening shift hours.~~
- ~~Indoor and outdoor work environment with exposure to various weather conditions~~

- Regular exposure to fumes, dust, dirt, oil/grease, and loud noise
- Trade shops

**NOTE:** *The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.*

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Dexterity of hands and fingers to operate specialized equipment and tools
- Hearing and speaking to exchange information
- Heavy physical labor
- Reaching overhead, above the shoulders and horizontally
- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push or pull very heavy objects, with the use of hand trucks or other equipment up to 100 pounds
- Seeing to read and perform primary functions of classification and view computer screens
- Some bending at the waist, stooping, kneeling, crouching, and/or crawling
- Standing, walking, sitting, or working for extended periods of time

**Hazards:**

- Working around and with heavy industrial machinery having moving parts
- Chemical fumes and odors
- Traffic hazards

**Original Board Approval:**

Revised: 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION

**TITLE:** Mechanic Repair Worker

**CATEGORY:** Classified Non-Exempt

**REPORTS TO (BY TITLE):** Director, Transportation

**SALARY SCHEDULE/RANGE:** Classified, Range 16-7

**WORK YEAR:** 12 Months 260 days

**SUPERVISION:** N/A

**POSITION DESCRIPTION:**

Under general supervision, ~~performs~~ performs general, semi-skilled maintenance work on school buses and other District vehicles.

**Class Characteristics:**

This is an entry-level position in the mechanic classification. Incumbents are assigned work ~~which that~~ includes general servicing, maintenance, repair, and cleaning of vehicles, including but not limited to tire repair and maintenance, and assists skilled mechanics.

**DUTIES AND  
PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):**

Duties may include, but are not limited to the following:

1. ~~Perform~~ Performs routine maintenance, safety checks, inspections, and repairs on a variety of vehicles in the garage or in the field.
2. ~~Repair~~ Repairs and ~~replace~~ replaces vehicle components, including but not limited to starters, alternators, radiators, water pumps, wheel seals, tanks, and other similar equipment.
3. ~~Repair, replace~~ Repairs, replaces, and ~~adjust~~ adjusts braking systems.
4. ~~Rotate, repair~~ Rotates, repairs, and ~~replace~~ replaces tires.
5. ~~Change~~ Changes filters, oil, and other fluids, and ~~lubricate~~ lubricates a variety of vehicles.
6. ~~Replace~~ Replaces bulbs and ~~adjust~~ adjusts lights.
7. ~~Repair~~ Repairs seats, windows, and other vehicle accessories.
8. ~~Assist~~ Assists with the preventive maintenance inspection of school buses in compliance with Motor Carrier Safety Regulations.

- 9. • ~~Connects~~ vehicles to fuel stations.
- 10. • ~~Picks up and delivers~~ automotive parts and supplies.
- 11. • ~~Maintains~~ a clean and safe work area.
- 12. • ~~Maintains~~ time and preventive maintenance records.
- 13. • ~~Operates~~ a school bus and other automotive equipment on ~~Transportation/Garage and garage~~ premises, in order to perform maintenance and repair duties.
- 14. • ~~Drives~~ District vehicles and other similar automotive equipment.
- ~~Employees in this class may be required to work evening shift hours.~~
- 15. • ~~Performs other~~ related duties ~~consistent with as assigned to ensure the scopeefficient and intenteffective functioning of the positionwork unit.~~

## **JOB**

### **Job Requirements – Qualifications**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:**

#### Education:

- Completion of high school or equivalency

#### Experience:

- Six (6) months verifiable experience in automotive repair work or servicing

#### Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency
- Forklift Operator Certificate within 90 days of employment

### **KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

- Basic principles of automotive maintenance
- Tire maintenance, repair, and balancing

• Care and use of automotive tools

- Upholstery repair, replacement, and patching of leather, vinyl, and fabric
- LawsPolicies, procedures, and codes related to repair and regulations pertaining to the operation of large transportation maintenance of vehicles
- Function of mechanical and electrical parts and assemblies of automotive vehicles
- ToolsAppropriate safety precautions and equipment used in the procedures
- English usage and grammar
- Mathematical calculations
- Policies, procedures, and codes related to repair and maintenance of automotive vehicles
- Proper lifting techniques
- Proper methods of storing equipment, materials and supplies
- Record-keeping techniques
- Technical aspects of the mechanical trade

Ability to:

- Perform mechanical and electrical repairs quickly
- Perform semi-skilled work in the maintenance and repair of automotive equipment ~~including but not limited to brake adjustment and repair, clutch assembly repairs and adjustments, and automotive tune up~~
- Maintain ~~simple~~various records related to work performed
- Establish and maintain ~~cooperative~~collaborative and effective working relationships with others
- Understand and ~~carry out~~follow oral and written directions
- Perform ~~basic~~arithmetic calculations
- ~~Maintain insurability~~shop math with ~~District's~~insurance carriers speed and accuracy
- Maintain tools, work areas, and garage facility in a clean and orderly condition
- Adhere to safety practices
- Adapt to changing work priorities
- Analyze situations accurately and adopt an effective course of action
- Communicate effectively both orally and in writing
- Meet schedules and timelines
- Observe health and safety regulations and procedures
- Operate a variety of tools and equipment used in the skilled mechanical trade effectively and safely
- Work independently with little or no direction
- Work successfully in a diverse environment

## **WORKING CONDITIONS:**

### Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Job is performed in a mechanic's environment
- Driving a District vehicle to conduct work
- Employees in this class may be required to work evening shift hours
- Indoor and outdoor work environment with exposure to various weather conditions
- Regular exposure to fumes, dust, dirt, oil/grease, and loud noise
- Trade shops

**NOTE:** The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

### Physical Requirements: Demands:

Ability to The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push, or pull and carry very heavy objects, with the use of hand trucks or other equipment up to 100 pounds
- Ability to frequently lift, push, pull and carry up to 50 pounds
- Ability to demonstrate fine manual dexterity
  - Ability Dexterity of hands and fingers to operate specialized equipment and tool
  - Seeing to read printed matter and and perform primary functions of classification and view computer screens
- Ability to communicate so others will understand a normal conversation
- Ability to hear and understand speech at normal levels
- Ability to bend, twist, stoop, squat and reach
- Work Hearing and speaking to exchange information
- Heavy physical labor

- Reaching overhead, above the shoulders and horizontally
- Some bending at the waist, stooping, kneeling, crouching, and/or crawling
- Standing, walking, sitting, or working for extended periods of time

Hazards:

- Working around and with heavy industrial machinery having moving parts

Chemical fumes and Environment:

- Outdoor inclement weather
- Garage facility environment
- Exposure to fumes, odors and loud noises

**MINIMUM QUALIFICATIONS**

Experience:

- Six (6) months of experience in automotive repair work or servicing

**NECESSARY MATERIALS**

License:

- Possession of a valid and appropriate California driver's license

- Approved odors
- Traffic hazards

Original Board Approval: 11/01/1989

Revised: 06/06/2019; 12/18/2025

**FONTANA UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** School Bus Driver

**CATEGORY:** Classified Non-Exempt

**REPORTS TO (BY TITLE):** Supervisor, Transportation

**SALARY RANGE:** Range 14 5

**SALARY SCHEDULE:** Classified

**WORK YEAR:** 10 Months (203 Days) days

**SUPERVISION:** N/A

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**POSITION DESCRIPTION:**

Under supervision, operateoperates a school bus over designated routes while ensuring the health and safety of passengers during bus transportation; ensuring the safety of passengers with the loading and unloading from buses.

**DUTIES AND**

**PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):**

Duties may include, but are not limited to the following:

1. DriveDrives a school bus of varying sizes and complexity over designateddesigned routes in accordance with time schedules and safely transporttransports passengers.
2. EscortAssesses and reports incidents, complaints, accidents, and/or potential emergency situations.
3. TransportAssists passengers by securing students and teacherequipment, adjusts seating and restraints, and operates special equipment and lifts.
4. Transportpassengers on field trips to various locations, arrivearriving and departdeparting as scheduled.
5. FollowFollows District policies regarding the discipline of students and appropriate contact with parents and other citizens.

- ~~6. Complete daily safety check of bus before operation.~~  
• Keep~~Performs~~ pre-trip and post-trip vehicle inspections.
- ~~7. • Keeps~~ bus clean and free of debris, and ~~fellow~~follows other bus cleaning procedures.
- ~~8. • Check~~ and add fuel and water, and maintain the bus to ensure –safe operating condition.
- ~~9. • Submit~~Prepare and submit daily reports, preventive maintenance reports, and other reports as required.
- ~~10. •~~ Attend and participate in meetings, training sessions and workshops.
- ~~11. •~~ Ensure~~Ensures~~ students are not left on the bus without adult supervision, and verify all students have departed the bus at the end of all bus routes.
- ~~12. •~~ Report~~Reports~~ mechanical defects to authorized staff.
- ~~13. •~~ May use route cards and/or maps to plan best route for field trips.
- ~~14. •~~ May provide basic orientation to bus driver trainees who accompany School Bus Driver on regular ~~route~~routes.
- ~~15. •~~ May instruct~~provide~~ guidance to driver trainees and newly licensed drivers in bus operation.
- Perform~~Reviews~~ routes in accordance with time schedules and reviews updates, changes, and add on.
- ~~16. •~~ Performs other related duties ~~consistent with as assigned to ensure~~ the ~~scope~~efficient and ~~intend~~effective functioning of the ~~position~~work unit.

#### **JOB Job Requirements – Qualifications**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:**

##### Education:

- Completion of high school or equivalency

##### Experience:

- Six (6) months of experience as a school bus driver,

-OR-

- Successful completion of District or other approved bus driver training programs

- One (1) year or more of successful experience as a school bus driver, preferred

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Class B Driver's License with passenger and air brakes endorsements
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency
- California DMV Driver's Record (K4)
- Valid California Special Driver Certificate (CHP 295) for school bus operation with no restrictions, with the exception of Automatic Transmission Only and/or First Aid Test Waived
- Medical Exam Report (DL 51) certified by a medical professional to indicate medical standards have been met to operate a school bus
- Valid First Aid certification

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Safe driving practices, and procedures
- Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transportation of students.
- Basic First Aid
- Oral and written communication skills.
  - Technical aspects in the field of specialty.
  - Modern office practices, procedures, and equipment.
  - Basic vehicle maintenance
  - Bus equipment; traffic laws; and defensive driving
  - English usage and grammar
  - Health and safety regulations
  - Interpersonal skills using tact, patience, and courtesy
  - Mechanical operation of vehicle
  - Proper lifting techniques
  - Proper methods of utilizing restraints, safety seats, tie downs, lifts, and other related equipment
  - Reading maps and directions in navigation
  - Recordkeeping and record retention practices
  - Safety practices and procedures
  - Student behavior management strategies and techniques

Ability to:

- Drive a school bus and other automotive equipment safely and efficiently
- Maintain a clean driving record that includes no moving violations, suspensions, or at fault accidents
- Maintain order on a school bus
- Use good judgment in the application of laws, policies, and rules in situations ~~which that~~ arise while operating a school bus
- Understand and ~~carry out~~follow oral and written directions
- ~~Work cooperatively with those contacted in the course of work~~
- Establish and maintain collaborative and effective working relationships with others
- Adhere to the route and time tables
- Learn the Fontana area and assigned route
- Maintain ~~simple~~various records related to work performed
- Wash, wax, clean, fuel, and perform safety inspection of bus
- Communicate effectively, both orally and in writing
- ~~Establish and maintain cooperative and effective working relationships with others~~
- Operate a variety of office equipment, including a computer and assigned software
- Work independently with little or no direction
- Be detail-oriented, organized, accurate, thorough, and monitor work for quality
- Utilize interpersonal skills using tact, patience, and courtesy
- Make decisions based on sound judgment, honesty, and integrity
- ~~Provide own transportation to sites during workday~~
- Maintain insurability by District liability insurance carrier
- Observe health and safety regulations and process
- Work successfully in a diverse environment

**WORKING CONDITIONS:**

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Driving a school bus in adverse road and weather conditions
- Job is performed under some conditions with exposure to risk of injury and/or illness
- Regular exposure to fumes, dust, vibration, and loud noise

- Work with frequent interruptions

**NOTE:** *The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.*

**Physical Requirements/Demands:**

~~Digital dexterity~~ *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Dexterity of hands and fingers to operate school bus controls.
- Ability Seeing to read ~~printed matter and~~ *and perform primary functions of classification and view* computer screens.
- ~~Ability to communicate so others will be able to clearly understand a normal conversation.~~
- ~~Ability to hear and understand speech.~~
- ~~Ability to bend, twist, stoop, and reach.~~
  - Ability to lift, push, pull and carry *Hearing and speaking to exchange information*
  - Some bending at the waist, stooping, kneeling, and crouching
  - Reaching overhead, above the shoulders and horizontally
  - Lifting, pushing, pulling and carrying up to 20 pounds.
  - Ability to sit *Sitting* for considerable amounts of time.
  - Ability to climb *Climbing* frequently up and down stairs.
- ~~Ability to stand~~ *Standing* and ~~walk~~ *walking* in order to escort students on and off bus.

**Work Environment:**

- ~~School bus~~
- ~~Driving in adverse road and weather conditions~~
- ~~Work inside and outside and endure exposure to adverse weather conditions~~

**MINIMUM QUALIFICATIONS**

**Experience:**

- ~~Six (6) months of experience as a school bus driver~~
  - ~~Successful completion of District or other approved bus driver training programs~~

**Education:**

- ~~Possession of a high school diploma or equivalent.~~

## **DESIRED QUALIFICATIONS**

### Experience:

- One (1) year or more of successful experience as a school bus driver.

## **NECESSARY MATERIALS**

### License:

- Valid California Class A or B driver's license with passenger, airbrake and school bus endorsements

### Materials:

- Verified copy of high school diploma or equivalent
  - California DMV Driver's Record (K4)
  - Valid California Special Driver Certificate (CHP 295) for school bus operation with no restrictions, with the exception of Automatic Transmission Only and/or First Aid Test Waived
  - Medical Exam Report (DL 51) certified by a medical professional to indicate medical standards have been met to operate a school bus
  - Valid First Aid certification

### Approved:

- Seeing near/distant; color distinction; and depth perception

### Hazards:

- Fumes, dust, vibration, and loud noise
- Traffic hazards
- May come in contact with bodily fluids
- Vehicle mechanical malfunctions

### Original Board Approval:

Revised: 08/16/2017; 12/18/2025