



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Motor Pool Driver Technician		
<b>JOB CLASSIFICATION:</b>	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
<b>RANGE:</b>	30		
<b>HOURS PER DAY:</b>	Up to 8		
<b>HOURS PER WEEK:</b>	Up to 40		
<b>MONTHS PER YEAR:</b>	Up to 12		
<b>REPORTS TO:</b>	Transportation Supervisor or designee		

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To transport students on field trips or to other sites within designated route(s) and to ensure the safety of student passengers while riding in a District bus or van. This job class is responsible for the safe operation of an assigned District bus or van while meeting established trip schedules and to assist the Motor Pool Mechanic/Foreperson or perform maintenance and repairs on District vehicles and equipment. Employees in this classification receive general supervision within a framework of standard policies and procedures.

**TYPICAL DUTIES**

Examples of typical duties are descriptive and not restrictive in nature.

- Drives District bus or van over a prescribed route(s) in accordance with trip schedules; transports students and instructors on field trips to various locations, which may require overnight stay; plans necessary route(s) and stops as needed; adheres as closely as possible to arrival and departure times
- May transport students and/or instructors with disabilities; may transport students and/or instructors with service animals in compliance with laws, regulations and College policy and requirements; may operate a disabled persons bus or van as required
- Maintains order, proper discipline of passengers according to District policy; enforces bus riding rules; shows safety/emergency video or gives verbal instructions in emergency procedures
- Conducts safety and operational inspection for assigned bus prior to starting trip; reports needed mechanical repairs as necessary on appropriate form; performs basic necessary on-the-road repairs and makes emergency road calls as needed; performs safety and operational inspections of oil, coolant, belts, tires

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and batteries on District vehicles and a variety of other equipment; assists with diagnostic interpretation using state-of-the-art equipment

- Installs chains on a bus or van when road conditions deem it necessary
- Completes mileage, safety and other reports including passenger counts; keeps daily driver's log in accordance with laws and regulations including when not driving commercially
- Performs routine servicing of District vehicles and equipment including oil changes, lubrication, battery maintenance, tire changing and/or repairs, replacing of water pumps, belts, hoses, lamps, brakes; performs transmission and differential servicing and repairs defects as found; maintains cleanliness of vehicles to ensure safe operating condition; services lavatory (if equipped) at end of each trip, including dumping and refilling toilet system and cleaning all surfaces, restocking, emptying refuse; washes district vehicles as needed
- Assists the Motor Pool Mechanic/Foreperson in performing major tune-ups, repairs and overhauls of District vehicles and heavy equipment, repairs on suspension systems; performs preventative maintenance on District vehicles and equipment at regularly scheduled intervals; assists with troubleshooting for minor or major mechanical malfunctions
- Assists in identifying needed parts to complete repairs; estimates or assists in estimating costs, materials for repair to electrical, air, cooling or mechanical systems
- Performs periodic State and Federally-mandated inspections on commercial vehicles; prepares completed required records and documents necessary to comply with State and Federal laws and regulations and District procedures applicable to vehicle maintenance and repair; uses current fleet management software to open and close repair orders, track preventative maintenance, vehicle history, and upcoming scheduled repairs
- Participates in the maintenance and organization of the shop, parts room, shop equipment and tools to ensure a safe, clean and efficient work environment
- Performs other related duties similar to the above in scope and function as required

**EMPLOYMENT STANDARDS**

*Knowledge of and compliance with:*

- The California State Motor Vehicle Code, the California State Education Code, the California Code of Regulations, the Code of Federal Regulations, and District policies and requirements related to the operation of vehicles used in the transport of students and related to the maintenance and repair of District vehicles and equipment
- Basic methods, materials, tools and equipment used in the preventative maintenance, inspection and repair of District vehicles and equipment
- Typical commercial and automotive and small engine parts and equipment

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- Safe work practices, safe driving practices and operation of heavy duty commercial equipment
- Basic first aid practices, procedures, and techniques

*Ability to:*

- Read and write at a level necessary to successfully perform the required duties
- Understand and carry out both oral and written instructions in an independent manner
- Establish and maintain proper student and instructor conduct while in a District vehicle
- Maintain a safe driving record, safely and effectively drive any District transportation vehicle
- Exercise good judgment and extreme caution while driving
- Meet the physical requirements necessary to safely and effectively perform required duties
- Safely use and operate the tools, machines, and equipment associated with the mechanic trade
- Assist with diagnosing, determining appropriate parts and perform repairs to a variety of vehicles and mechanical malfunctions
- Establish and maintain effective working relationships with those contacted in the performance of required duties
- Work with or without direct supervision
- Work at heights in excess of ten feet
- Operate a two-way radio
- Operate all District equipment including buses, forklifts, trucks, and truck combination vehicles

**QUALIFICATIONS***Education/Experience Required:*

- Graduation from high school or equivalent
- Experience in auto and small engine repair; experience or training in heavy duty vehicle and equipment repair.

*Possession of or ability to obtain within a reasonable time period established by the Supervisor:*

- A valid and current Medical Certificate
- A valid and current unrestricted Class A or B Commercial Driver's License with a passenger, school bus and airbrake endorsement
- A valid and current school bus driver's certificate with first aid
- A safe driving record
- Proper certification to operate all District equipment

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**APPROVALS**

Date Created/Revised: 7/2016

Cabinet Reviewed: 8-15-2016

Board Approved: 10-12-2016

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)