

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION			
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Job Title:	Driver/Skilled Mechanic Assistant	Range: 34	Classified Schedule
Date Revised:		Date Approved:	January 12, 2017

PRIMARY PURPOSE

Under the general supervision of the Director, Physical Plant & Facilities, drives a multi-passenger van, shuttle, or bus, or its general equivalent, to transport students, faculty, staff and/or other customers to events, locations, and other campuses. Performs routine vehicle maintenance, and reports non-routine problems as detected.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Operates a multi-passenger van, bus or its equivalent in size and/or load capacity to transport persons to and from specified destinations, such as field trips or athletic competitions using safety precautions and driving principles of vehicle operation at all times and as directed.
2.	Performs routine vehicle maintenance, such as fueling, checking oil, water, and tires; keeps vehicle clean and washed; reports any non-routine problems or malfunctioning equipment to supervisor. Assist Mechanic with repairs and replacement to vehicle parts as necessary.
3.	Follows specified instructions, procedures, and standards for the efficient and safe operation of the vehicle, and for the care and safety of passengers. Recommends planned routes and alternate routes as needed due to obstructions, construction, or detours and reports to supervisor.
4.	Maintains daily logs of transportation runs, maintenance, and mileage.
5.	Conforms to all federal, state, and local traffic laws and regulations governing the operation of a commercial van or bus for passenger use.
6.	Operates a variety of tools and power equipment used to assist the mechanic with the repair, servicing and testing of vehicles and equipment.
7.	Inspect vehicle prior to operation for safety purposes.
8.	Maintains a professional relationship with supervisor and departmental employees, other District employees and the public.
9.	Adhere to policies and procedures regarding student behavior management and public contact concerning transportation problems and concerns
10.	Ensure the safety of all passengers under the care of the District and maintain order among passengers on transport vehicle.
11.	Operate all equipment in a legal, safe manner, free of impairment due to drug and/or alcohol use. Will submit to drug/alcohol testing per the District policy.
12.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
13.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
14.	Perform related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONS

The Driver/Skilled Mechanic Assistant maintains frequent contact with students, faculty, staff of various departments and personnel and the public.

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED.

Two years of experience driving a shuttle, van or bus to transport students, staff, faculty or the public. Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of safe driving practices and techniques.

Knowledge of safety and maintenance requirements of van, bus or shuttle.

Knowledge of CA Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transportation of students.

Knowledge of equipment and materials used in vehicle and equipment repair and maintenance.

Knowledge of state emission and safety regulations.

Knowledge of basic record keeping techniques.

Ability to perform general maintenance and up keep of fleet.

Ability to maintain order among students on the transport van, shuttle or bus.

Ability to maintain vehicles in a clean and safe condition.

Ability to diagnose mechanical and electrical defects.

Ability to lift or carry a minimum of 50 pounds.

Ability to work a variable schedule, including evenings and weekends.

Ability to maintain accurate records.

Ability to understand and carry out oral and written instructions.

Ability to learn designated routes.

Ability to read and understand maps.

Ability to deal with people effectively and produce positive results.

Ability to operate a vehicle observing legal and defensive driving practices.

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SPECIAL REQUIREMENTS

Possession of a valid, unrestricted School Bus Driver Certificate issued by the State of California, Department of Motor Vehicles.

Must have a good driving record and be able to be insured and continue to be insurable by the District's liability insurance carrier. Must be dated within 6 months.

Valid B Class driver's license with a passenger endorsement.

Valid first aid certificate. – AFTER HIRE

Valid Medical Examiners certificate, must meet eligibility for certificate every two years. – AFTER HIRE

WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to stand, walk and sit, use hands to steer and drive or handle materials and tools, fuel and oil, and wash and dry vehicles. The employees is occasionally exposed to moving mechanical parts. The employee is regularly required to lift, carry, push or pull a minimum of 50 pounds, and assist passengers into vehicles.
