

## **BUS DRIVER / FOOD SERVICE ASSISTANT**

### **JOB SUMMARY**

Under general supervision using a considerable level of driving skills, drives a school bus in accordance with established routes, time schedules, District policies and procedures and the State Vehicle Code. In addition, the Bus Driver/Food Service Assistant organizes, handles and transports the pick up and delivery of food, supplies, materials to schools and other District sites from the Nutrition Center, loading and unloading the truck, preparing, packaging and serving food in large quantities, and cleaning at various serving site locations.

### **DISTINGUISHING CHARACTERISTICS**

The Bus Driver class has the primary duty of transporting students in a bus over established routes or on field trips. Transporters have the primary function of transporting supplies, materials, and food over established routes and working in District warehouses. Bus Drivers differ from the class of Transportation Dispatcher in that no dispatching and routing functions are included in the normal duties. Food Service Assistant classifications primarily support the large quantity food production and serving processes for the Nutrition Center and School Sites. The Bus Driver / Food Service Assistant performs a dual role and will fulfill the full responsibilities of a Bus Driver as well as support specialized assignments for Food Service distribution, production, serving, and cleaning.

### **SUPERVISION RECEIVED AND EXERCISED**

Job incumbents in this class receive supervision and report directly to both the Director of Transportation Services and the Director of Nutrition Services for the correspondingly assigned responsibilities supporting each department. Supervision may come from other assigned administrators or supervisors within each department as delegated by the department head. This class does not exercise supervision over other positions.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

#### **School Bus Driver Duties**

- Drives a school bus over designated routes according to established time schedules;
- Picks up and discharges pupils at designated stops;
- Assists students with special needs to board or leave the bus and escorts others as needed;
- Supervises the conduct of pupils on daily routes and on various special events and athletic trips;
- Maintains order among students on the buses and waiting at bus stops;
- Inspects bus daily prior to operation for safety purposes in accordance with the Vehicle Code relating to pupil transportation and reports any mechanical defects;
- Keeps bus interior, the windows and mirrors clean;
- Washes bus as required;

- Keeps simple records reflecting number of passengers carried, miles covered, departure and arrival time and the like;
- May plan route for special trips;
- May render first aid to passengers;

#### **Food Service Assistant / Transporter Duties**

- Prepares, heats, and serves food for school sites and special events;
- Drives truck to deliver a variety of food, materials and supplies to school site(s) and other locations over previously established routes;
- Prepares salads, desserts, sandwiches, vegetables, fruits, and other foods for cooking; prepares coffee and other beverages;
- Prepares, packages, sets up and serves food;
- Cleans and stores dishes, utensils, food service equipment and food supplies;
- Maintains and ensures that work areas and equipment are clean, safe to use and in compliance with applicable sanitary standards and codes;
- Provides students with change, collects and sorts money for food and beverages during meal and school hours;
- Instructs and supervises student helpers in sanitary and efficient food service procedures;
- Receives, stores, issues, retrieves and delivers food, supplies, equipment, and supplies;
- Verifies goods against invoices or purchase orders and prepares reports of discrepancies;
- Performs computerized and physical record keeping and inventorying;
- Performs manual tasks relating to warehouse operation and deliveries;
- Performs other related duties as needed.

#### **EMPLOYMENT STANDARDS**

Any equivalent combination of training, education, and experience that demonstrates the applicant likely to possess the required knowledge, skill, and ability to perform the job duties:

**Education:** Sufficient training and education that allows the applicant to attain the licensure and certification requirements.

**Experience:** Bus driver and food service or general delivery experience not required but is desirable.

#### **Knowledge of:**

- Safe driving practices;
- Safety equipment and procedures relating to bus safety;
- Provisions of the California Motor Vehicle Code, Education Code, Administrative Code (Title V), and California Highway Patrol's School Bus Driver's and Carrier's Handbook (HPH 82.7) applicable to the operation of school buses in the transportation of school children;
- Applicable District policies, regulations, processes, procedures, protocols and rules;
- Proper methods and safe practices of loading and unloading delivery vehicles;
- Practices and techniques of proper and safe lifting;
- Safe and defensive driving practices and traffic laws;

- Principles, regulations, practices and methods of food preparation;
- Principles, regulations, practices and rules of food sanitation and safety, and workplace safety;
- Practices and methods of receiving, storing and issuing food, equipment and supplies;
- Proper use and care of kitchen appliances and equipment;
- Interpersonal skills using tact, patience and courtesy;
- Practices and techniques of record-keeping;
- Practices and methods of basic inventory;
- Practices of excellent customer service;
- Formal English and word usage;
- Basic arithmetic;
- Applicable computer software applications and programs.

**Ability to:**

- Drive a school bus and efficiently maintain order on a school bus;
- Effectively perform heavy physical labor, such as loading and unloading food, supplies and equipment, in a safe manner using proper methods, techniques and equipment;
- Effectively and accurately maintain inventory control, information and records;
- Safely operate District trucks, vehicles, and mechanical loading/handling equipment based on established District processes and procedures;
- Safely learn and utilize various types of mechanical loading and handling equipment, and machines;
- Communicate clearly and effectively;
- Effectively handle and resolve conflicts that may arise;
- Follow oral and written instructions;
- Learn and carry out prescribed safety checks;
- Accurately make arithmetic computations, count money and prepare reports;
- Operate a two-way radio;
- Keep simple records;
- Effectively work in a team environment;
- Work cooperatively with students, parents, school officials and other employees;
- Maintain insurability to drive a District Vehicle.
- Comply with mandatory child abuse reporter training requirements as part of preemployment and on an annual basis.

**License:**

- Possession of a valid Class A or B California Driver's License with "P" and "S" endorsements.

**Certificates:**

- Possession of a valid unrestricted Special Driver's Certificate issued by the California Department of Motor Vehicles for the operation of conventional and Type 2 school buses.
- Possession of a valid medical certificate as required by the Department of Motor Vehicles.

- A valid ServSafe California Food Handler Certification is required.

## **PHYSICAL STANDARDS**

*The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this driver category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.*

### **Work Environment:**

#### **School Bus Driver**

The employee's work environment in this job series consists mainly of a school bus and outdoor environment. Employees drive continuously and may be required to work evening and/or variable hours. There is also exposure to fumes, dust, odors, oil/grease and seasonal heat, cold and adverse weather conditions. While performing the duties of this job, the employee regularly works near moving mechanical parts. Positions are subject to constant interruption and severe time constraints and are in direct contact with the public, students and employees. Negative interactions resulting from these contacts can result in stressful situations. Employees may also work without direct supervision and are responsible for the safety and well being of passengers. The noise level is loud and employees may have to raise their voice to be heard.

#### **Food Service Assistant / Transporter**

The incumbent works in both indoor and outdoor environments such as kitchens, loading docks, warehouses and school sites, and in a truck or van when delivering and transporting goods to and from school sites and the Nutrition Center. The incumbent will be exposed to seasonal heat, cold, and adverse weather conditions, in addition to heat from ovens, hot foods and steamers. While performing the duties of this job, the employee frequently works near moving mechanical equipment such as forklifts and pallet jacks, and kitchen equipment such as knives, dicers, mixers, slicers and other sharp objects. The employee may also be exposed to fumes, dust and odors, and may work at heights (e.g., climbing ladders) within the warehouse environment. The incumbent is in direct contact with students, the public and other employees. The incumbent is required to effectively manage constant interruptions and appropriately respond to crisis and emergency situations in a timely manner. Negative interactions resulting from these contacts can result in stressful situations. The incumbent may be exposed to contagion or infection due to the nature of interactions with others. The noise level in the work environment is loud.

### **Physical Demands:**

#### **School Bus Driver**

The physical demands of this position include the ability to enter and exit a bus to load and assist students, to evacuate a bus in an emergency situation, to tie down wheelchairs and to assist students in wheelchairs on the ramp lift, all of which may require the lifting of moderately heavy children and/or objects between 60-100 lbs. Drivers also sit for extended periods of time although the employee frequently stands and walks when not driving. Bending at the waist, kneeling or crouching to inspect and wash busses and reaching, pulling and pushing to open bus doors are

also activities that are required. The employee will frequently bend at the neck and trunk while performing the duties of this job. Incumbents in this position frequently climb steps to get in and out of the bus and may climb ladders/stairs. The ability to reach with hands and arms overhead, above the shoulders or horizontally is required as is the repetitive use of hands to finger, handle, grasp or feel objects, tools, or controls. Seeing to monitor passengers and operate a vehicle include specific vision abilities such as close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Also required are hearing and speaking abilities to exchange information, monitor students and communicate via two-way radio.

**Food Service Assistant / Transporter**

Primary functions of the position require physical ability and mobility to work in both an indoor and outdoor environment, and within a truck or van, as follows: to drive, stand and walk for extended periods of time; to bend at the neck, trunk and waist while performing the duties of this job; to work safely near moving mechanical parts, motorized equipment to load/unload or move materials, and various kitchen equipment; to stoop, kneel, crouch and crawl; to regularly climb ladders to reach supplies and equipment; to reach with hands and arms, reach overhead, above shoulders and horizontally; to handle objects, tools, equipment and food; to use hands to operate a vehicle, various kitchen equipment, warehouse equipment and computers; to frequently and safely lift, move, and push up to 100 pounds without assistance, to frequently and safely lift, move, and push more than 100 pounds with assistance using established District processes, procedures, and guidelines; to see, with or without correction, within normal visual range in addition to possessing specific vision abilities required by this job such as close vision, color vision, peripheral vision and depth perception; to hear within the normal audio range with or without aid; to communicate orally and in writing in order to exchange information with others. The employee routinely works from an upright standing position. Regular physical attendance at work is an essential requirement of this job classification. In addition, operation of a District motor vehicle with a valid Class C Driver's License, acceptable driving record and insurability to drive a District vehicle as part of the District's Pull Notice program is required for this position.

*The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

<b><u>BUS DRIVER / FOOD SERVICE ASSISTANT</u></b>	
<b>Personnel Action</b>	<b>Personnel Action Date</b>
Adopted by the Personnel Commission:	05/21/24