

**PERSONS EMPLOYED IN TEMPORARY/HOURLY POSITIONS MAY NOT  
WORK MORE THAN A TOTAL OF 160 DAYS PER FISCAL YEAR.**

**SERVICE/MAINTENANCE**

**HOURLY/TEMPORARY - #044**

**(Bus Driver)**

\$15.00 - \$16.54/Hourly  
(Salary Range H-6)

July 22, 2005  
Coast Community Colleges  
Open Until Filled  
Continuous Opening

This is an open announcement to fill temporary, part-time, "on-call" positions as needed. The hours of work and effective date of employment will be arranged with the supervisor. Fringe benefits are not applicable.

**DEFINITION:**

Under the general supervision of the Environmental Health & Safety & Transportation Supervisor, to operate a bus, van, or station wagon as dispatched on special trips over designated routes according to time schedules; to perform daily inspections of a bus or transportation equipment and prepare reports concerning maintenance needs; and to perform related work as required.

**EXAMPLES OF DUTIES:**

- a. Drive District bus and other vehicles, transporting students and staff as authorized.
- b. Transport students and staff on field trips to various locations, choosing the best route and making departure and arrival times as scheduled; must be flexible as to time.
- c. Inspect bus or other vehicle prior to operation for safety purposes.
- d. Maintain bus or transportation vehicle in a clean and orderly condition and report any and all mechanical defects or malfunctions.
- e. Adhere to policies and procedures regarding student behavior management and public contact concerning transportation problems and concerns.
- f. Complete the daily record of transportation functions, mileage, type of trip, standby time, etc.
- g. Wash, sweep, clean, and refuel buses and other automotive equipment.
- h. Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

1. Safe driving practices and techniques.
2. Safety and maintenance requirements of bus and other transportation equipment.
3. Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transportation of students.

**HOURLY/TEMPORARY – SERVICE/MAINTENANCE**

**(Bus Driver - #044)**

**MINIMUM QUALIFICATIONS:** (Continued)

**Ability to:**

4. Maintain vehicle in a clean and safe condition.
5. Maintain records of bus operation, service, and maintenance.
6. Deal with students, staff, and general public in an effective, tactful and diplomatic manner.
7. Operate a vehicle observing legal and defensive driving practices.
8. Develop and maintain effective relationships with those contacted in the course of work.

**Education/Experience:**

9. Individual possessing the knowledge, skills, and abilities above are considered to possess the required education.
10. At least two years of experience in the transportation of students, staff, and/or faculty.

**License Requirement:**

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

**DESIRABLE QUALIFICATION:**

Willingness to work overtime and evenings to meet the needs of the department.

**APPLICATION PROCEDURES:**

The completed application for this specific position must be submitted directly to the Coast Community College District, Office of Human Resources, 1370 Adams Avenue, Costa Mesa, CA 92626, Attention: Applicant Processing. Application forms may be obtained online at [www.cccd.edu](http://www.cccd.edu), or will be mailed upon request by calling (714) 438-4715. The District will consider only individuals who submitted a completed application. Applications will be forwarded to the appropriate department for review and screening by the supervisor or appropriate administrator. Reasonable accommodations will be made for any physical or mental limitations of a handicapped person under provisions of the ADA.