



CENTRAL VALLEY OPPORTUNITY CENTER

JOB DESCRIPTION

JOB DESCRIPTION:	Bus Driver/Maintenance
SUPERVISED BY:	Purchasing/Facilities Manager
LOCATION:	Winton
SALARY:	\$17.00/hr. Full Time, Benefits & 401(k)
Date Posted:	September 1, 2021
Application Deadline:	Open Until Filled

POSITION SUMMARY: Responsible for transportation of participants, safe operation of buses/vehicles, general building and grounds maintenance during non-driving hours. May require a split shift.

EXAMPLES OF DUTIES:

1. Transport participants as required in a safe manner, including enforcement of bus policy for students riding the bus, reporting all violations to immediate supervisor.
2. Perform daily safety and maintenance checks prior to driving vehicles, report all problems.
3. Responsible for keeping track of participant sign-in sheets for monthly transportation report.
4. Responsible for cleaning buses and vehicles inside and out.
5. Pick up and deliver mail between centers and administration on a daily basis.
6. General building and grounds maintenance during non-driving hours. Example of duties include but are not limited to the following: light janitorial duties inside and outside building, grounds clean-up, hang pictures, replace light bulbs, install/fix door locks, minor building repairs, assist with classroom set-up as necessary, re-arranging tables & chairs, general building furniture rearranging as necessary.
7. General errands to other centers or agencies or locations as required for CVOC events.
8. Receive/check-in delivered supplies, organize stock room, transport and deliver supplies as necessary to other locations, including loading and unloading of supplies.
9. Other duties as assigned.

REQUIREMENTS:

1. Current, valid Class B commercial driver's license & minimum auto insurance.
2. Ongoing compliance with all DOT / DMV regulations, including licensing requirements, physical examinations, random drug testing, etc.
3. Excellent driving record, insurable/insured by liability insurance carrier at all times.
4. High school / GED, or experience as a bus driver.
5. Excellent customer service skills, ability to relate to and work with people of diverse cultures.

PREFERRED:

1. Mechanical ability.
2. Bilingual English/Spanish.
3. School bus driver certificate.

A completed CVOC employment application and resume must be received to be considered for employment with CVOC.

See www.cvoc.org for application packet

EOE/At Will Employer