

BUS DRIVER – CUSTODIAN

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the Manager (Transportation), Supervisor I (Custodians and Grounds), and Principal, operates a passenger bus safely and skillfully to transport school children, maintains proper discipline on buses, keeps records, and prepares reports; keeps assigned school building or office space clean and orderly; performs routine and semi-skilled maintenance work; and other duties as required.

ESSENTIAL FUNCTIONS:

- Drives a school transportation vehicle within a prescribed route(s) in accordance with time schedules, picking-up and discharging students at designated stops
- Escorts and assists students on and off vehicle and across the street when necessary
- Transports students and teachers on field trips to various locations
- Maintains order and proper discipline of student passengers according to District Policy
- Conducts safety and operational inspection of assigned vehicle daily
- Services buses with gasoline and oil
- Evacuates vehicle in safe and timely manner when necessary and conducts periodic drills for same as required by law, completing necessary reports upon request
- Maintains cleanliness of vehicle to ensure safe operating condition
- Checks-out and reports needed mechanical repairs when necessary
- Completes periodic mileage reports and time sheets
- Attends various meetings regarding safety, first aid, training updates, etc., as required
- Attends driver training programs to maintain current knowledge of California Motor Vehicle Code and Education Code as it applies to the operation of vehicles in the transportation of school children
- Sweeps, scrubs, mops, waxes and buffs floors, vacuums rugs and carpets
- Dusts and polishes furniture and woodwork
- Cleans restrooms
- Washes windows and walls
- Polishes metal work
- Takes care of equipment and materials
- Orders janitorial supplies needed for school facility
- Locks or unlocks buildings and gates as required
- Assists lunch truck driver with unloading and loading when food delivery arrives for breakfast and lunch
- Assists other employees in cleaning kitchens and other cafeteria equipment
- Assists in moving and arranging furniture and equipment and setting up cafeteria or classrooms for special events or meetings
- Makes minor non-technical repairs: replacing lights, adjusting shades or blinds, or adjusting desks and other furniture
- Cleans blinds
- Scrapes and refinishes floors
- Cleans and picks-up paper on grounds and courts of buildings
- Blows off sidewalks, basketball courts, and other paved surfaces with power blower
- Puts up and takes down flags
- Performs other related duties as required

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Possession of a valid and appropriate California State Driver's License
- Possession of a California State School Bus Driver's Certificate
- Possession of a safe driving record that is in compliance with the restrictions set forth by the California Vehicle Code
- Operate basic tools used in custodial work
- Be self directed and work independently

KNOWLEDGE OF:

- State and traffic laws and regulations
- Rules and regulations of the State Department of Education pertaining to the operation of school buses and the transportation of pupils
- Safe driving practices and geography of school district
- Basic first aid practices, procedures, and techniques
- Basic preventative maintenance requirements of automotive equipment
- Use of tools used in custodial work
- Use of common electrical cleaning equipment
- Minor maintenance work
- Basic sanitation procedures used in the cleaning of kitchens, restrooms, etc.

SKILL TO:

- Quickly learn schedules and procedures
- Read and write at a sufficient level to successfully perform the required duties
- Understand and carry-out both oral and written instructions in an independent manner
- Establish and maintain proper student conduct on school bus
- Exercise good judgment and extreme caution while driving
- Maintain valid certification as school bus driver according to State regulations
- Establish and maintain effective working relationship with those contacted in the performance of required duties

PHYSICAL FUNCTIONS:*Ability to:*

- Sit or stand for extended periods of time
- See for the purpose of reading laws, codes, rules, policies and other printed matter
- Hear and understand speech at normal levels
- Communicate so others will be able to clearly understand a normal conversation
- Bend, twist, kneel, stoop and reach in all directions
- Lift and carry seventy-five (75) pounds
- Safely climb ladders up to ten (10) feet in height

EXPERIENCE:

- High School diploma or equivalent
- Six (6) months of experience as a school bus driver or one (1) year of truck driving experience desirable.

WORK YEAR: Work year is one hundred eighty (180) days, plus paid holidays, plus paid vacation.

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Board adopted: August 11, 2015