

# **WILLOWS UNIFIED SCHOOL DISTRICT JOB DESCRIPTION**

## **CLASS TITLE: CUSTODIAN – BUS DRIVER**

**Classification: Range 33**

### **CUSTODIAN – BUS DRIVER BASIC FUNCTIONS**

Perform a variety of cleaning tasks in an assigned school; perform minor grounds keeping and maintenance work.

Operate a school bus to transport students safely and efficiently to and from school, field trips and special events using a designated route; participate in the routine cleaning and servicing of school buses.

### **CUSTODIAN REPRESENTATIVE DUTIES**

- Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.
- Sweep, sanitize, scrub, dust and clean offices, hallways, workshops, restrooms, classrooms, cafeterias, auditoriums, libraries, multi-purpose rooms and stairways.
- Strip, mop, wax and clean/refinish floors.
- Vacuum rugs; empty and wash trash containers; replenish paper and soap dispensers.
- Clean walls, furniture, woodwork and equipment.
- Wash windows, walls and woodwork; remove graffiti as assigned.
- Clean erasers, whiteboards, chalkboards, desks, cabinets, shelves and window sills.
- Sweep sidewalks and curbs; pick up trash and debris from school grounds.
- Set up tables and chairs, furniture and equipment.
- Check, replace and deliver supplies and equipment.
- Lock and unlock buildings, gates, windows and facilities; turn on/off alarms; raise and lower flags.
- Operate floor maintenance machines, vacuum cleaners and other custodial equipment; maintain equipment in proper condition.
- Monitor assigned areas to prevent vandalism and theft; report vandalism and damage to school facilities according to appropriate procedures.
- Check for broken locks and broken glass and report need for repair to appropriate personnel.
- Replace light bulbs and perform minor repairs to fixtures and custodial equipment as necessary.
- Perform related duties as assigned.

### **BUS DRIVER REPRESENTATIVE DUTIES**

- Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.
- Drive a school bus along a designated route, picking up and discharging students in accordance with established time schedules; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.
- Maintain order and discipline among passengers on the bus and while waiting at bus stops in accordance with District policies related to disciplining students; escort students across streets.
- Conduct daily safety inspection of bus; inspect the interior, exterior, brakes, belts, engine; report mechanical malfunctions or other problems as required.
- Participate in the routine cleaning and servicing of school buses; fuel; check oil and fluid levels; clean windshield and headlamps; maintain bus in clean and safe operating condition.

- Adhere to established policies and procedures related to the release of special education students to teachers and parents.
- Transport students, faculty and parents on field trips or to other events, meeting scheduled departure and arrival times as assigned.
- Determine appropriate action in potential or real medical emergency situations according to established guidelines; administer first aid as needed; conduct routine emergency evacuation drills as assigned.
- Prepare and maintain records and reports related to vehicle operation and condition; maintain routine records of mileage and student counts, conduct reports and others as required.
- Communicate with parents and teachers and resolve issues or concerns as needed.
- Attend safety meetings and programs as assigned.
- Perform related duties as assigned.

## **CUSTODIAN KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

- Modern cleaning methods including basic methods of cleaning and preserving floors, whiteboards, carpets, furniture, walls and fixtures.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Cleaning equipment, tools, materials and supplies used in custodial work.
- Health and safety regulations.

### **ABILITY TO:**

- Learn cleaning methods and proper care of equipment.
- Perform heavy physical labor.
- Read and understand cleaning directions and chemical labels.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Lift, carry, push and pull heavy objects up to 50 lbs.

## **BUS DRIVER KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

- Safe and defensive driving practices.
- Proper operation of school buses.
- Provisions of the California Vehicle Code and Education Code applicable to the operation of vehicles in transporting students.
- First aid procedures.
- Policies and procedures related to the release of special education students to teachers and parents.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.

### **ABILITY TO:**

- Drive a school bus safely and efficiently.
- Maintain bus in clean and proper working condition.
- Conduct safety inspections and perform routine preventive maintenance.
- Maintain safe discipline level among passengers.
- Learn and apply District policies and procedures related to student discipline.
- Observe legal and defensive driving practices.
- Learn and follow designated routes, stops and time schedules.
- Read and interpret maps.
- Administer first aid to ill or injured children.

- Maintain routine records.
- Understand and follow oral and written directions.
- Communicate effectively with others.
- Establish and maintain cooperative and effective working relationships with others.
- Lift, carry, push and pull heavy objects up to 50 lbs.

## **CUSTODIAN - BUS DRIVER EDUCATION AND EXPERIENCE**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above high school diploma or equivalent and responsible experience in custodial, general maintenance work and responsible experience operating a school bus.

## **BUS DRIVER LICENSES AND OTHER REQUIREMENTS**

- Valid S Certificate
- Valid School Bus Driving Certificate.
- Valid medical certificate.
- CPR/First Aid certificate must be maintained throughout the validity of the license. Incumbents in this classification are subject to completing and passing a California Highway Patrol examination.
- Incumbents in this class must present and maintain a satisfactory driving record which insures maintenance of liability insurance coverage.
- Incumbents in this class must maintain a negative drug and alcohol test
- Certification and maintain a clear fingerprint record.

## **CUSTODIAN WORKING CONDITIONS**

### **ENVIRONMENT:**

- Indoor and outdoor work environment.
- Incumbents in this position may be required to respond to emergency calls in the case of catastrophic events.

### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching.
- Carrying, pushing or pulling custodial equipment.
- Lifting moderately heavy furniture and equipment.

### **HAZARDS:**

- Exposure to cleaning chemical
- Fumes from paints and solvents.
- Working at heights.

## **BUS DRIVER WORKING CONDITIONS**

### **ENVIRONMENT:**

- School bus environment.
- Driving a vehicle to conduct work.
- Constant interruptions.
- Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events.

**PHYSICAL DEMANDS:**

- Sitting for extended periods of time when operating a transportation vehicle.
- Bending at the waist, kneeling or crouching.
- Reaching, pulling and pushing to open bus doors.
- Lifting moderately heavy objects.

**HAZARDS:**

- Traffic hazards.
- Driving a vehicle during adverse weather conditions.