

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: BUS DRIVER / CUSTODIAN

Classification: Range 34

BASIC FUNCTION:

Operate a school bus to transport students safely and efficiently to and from school, field trips and special events using a designated route; perform a variety of custodial work in the cleaning and maintenance of school buildings, equipment, and facilities; perform minor grounds keeping and maintenance work.

REPRESENTATIVE DUTIES:

- Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.
- When performing assigned bus driving duties, is responsible for performing all tasks related to the Bus Driver job description, such as:
 - 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.
 - 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.
 - Conduct daily safety inspection of bus; inspect the interior, exterior, brakes, belts, engine; report mechanical malfunctions or other problems as required.
 - Assist in maintaining the bus so that it is in clean and safe operating condition.
 - 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.
 - Transport students, faculty and parents on field trips or to other events, meeting scheduled departure and arrival times as assigned.
 - Communicate with parents and teachers to resolve issues or concerns as needed.
 - Attend safety meetings and programs as assigned.
 - Perform related duties as assigned.
- When performing assigned custodian duties, is responsible for performing all tasks defined in the Custodian job description, such as:
 - 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 and 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.
- Replace light bulbs and perform minor repairs to fixtures and custodial equipment as necessary.
- Check for damage to school facilities and report need for repairs to appropriate maintenance personnel.
- Report vandalism damage to school facilities according to appropriate procedures.
- Perform related duties as assigned.

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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent and responsible experience operating a school bus.

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 if the waiver is used.

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 ensures maintenance of liability insurance coverage.

Incumbents in this class must maintain a negative drug and alcohol test certification and maintain a clear fingerprint record.

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.