

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: Custodian/Substitute Bus Driver
Classification: Range 31

BASIC FUNCTION:

Perform a variety of cleaning tasks in an assigned school; perform routine grounds keeping and minor maintenance work. Operate a school bus as a substitute driver to transport students safely and efficiently to and from school, field trips and special events using a designated route.

REPRESENTATIVE DUTIES:

Individual in this position may not perform all the duties listed nor do these examples include all responsibilities in this class.

When assigned bus driving duties, is responsible for performing all tasks related to the Bus Driver job description.

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.

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.

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, and replenish paper and soap dispensers.

Wash windows, walls and woodwork; remove graffiti as assigned.

Clean erasers, whiteboards, chalkboards, desks, cabinets, and windowsills.

Sweep hallways; pick up debris from school grounds.

Set up tables and chairs, furniture and equipment for special events and meetings.

Check, replace and deliver supplies and equipment.

Lock and unlock buildings, gates, and facilities; turn lights on/off and alarms, raise and lower flags.

Operate floor maintenance machines, vacuum cleaners and other custodial equipment; maintain equipment in proper condition.

Report vandalism damage to school facilities according to appropriate procedures.

Report need for repairs to appropriate maintenance personnel.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern cleaning methods including basic methods of cleaning and preserving floors, whiteboards, chalkboards, carpets, furniture, walls, and fixtures.

Safe school bus driving practices.

Policies and procedures related to transporting students on a school bus.

Time schedules for operating school buses.

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.

Read and understand cleaning chemical labels.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Drive a school bus in a safe and efficient manner.

Lift, carry, push and pull heavy objects up to 50 lbs.

EDUCATION AND EXPERIENCE:

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

LICENSE AND OTHER REQUIREMENTS:

Incumbents in this class must possess a valid California School Bus Driver's License or be willing to be trained at the District's expense. A CPR/First Aid certificate must be maintained throughout the validity of the license if the waiver is used. Incumbents are subject to completing and passing a California Highway Patrol Examination and maintaining a negative drug and alcohol test certification along with a clear fingerprint record.

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.

School Bus

PHYSICAL DEMANDS:

Bending, kneeling or crouching.

Carrying, pushing or pulling custodial equipment.

Lifting moderately heavy furniture and equipment.

HAZARDS:

Exposure to cleaning chemicals.

Fumes from paints and solvents.

Working at heights.

Board Approval: May 4, 2006