

## PERSONNEL

### CUSTODIAN / BUS DRIVER I

#### Salary Schedule 5 Range 8

#### DEFINITION

Under general supervision, to assist in the responsibility for and participate fully in keeping the elementary and middle school plants clean and orderly, keep assigned rooms, buildings, office space clean and orderly; and to do related work as required, to operate a school bus as assigned over designated routes in transporting students, and to do related work as required.

#### DISTINGUISHING CHARACTERISTICS

This position works under the general supervision of the M.O.T. supervisor and the school principal.

#### EXAMPLES OF DUTIES

1. Sweep assigned areas on a daily basis.
2. Cleans assigned equipment, sinks, counters, cabinets and window sills.
3. Empties trash in assigned rooms and the yard.
4. Dusts assigned rooms and offices to insure cleanliness.
5. Mops and waxes assigned rooms and offices.
6. Waters, trims and weeds plants, yard and shrubbery.
7. Replenishes paper stock and supplies when needed.
8. Reports all maintenance where needed.
9. Makes provision for pupil emergencies when requested.
10. Moves, cleans and sets up furniture when requested.
11. Raises and lowers flags as needed.
12. Locks and unlocks plant facilities.
13. Replaces light bulbs.
14. Cleans and maintains chalkboards.
15. Performs minor maintenance in assigned work area or as needed on the site.
16. Use and knowledge of safety requirements for hazardous materials and related data sheets.
17. Drive a school bus on assigned routes to carry students to and from school.
18. Cleans and washes buses.
19. Does minor safety checks on bus.
20. Issues behavior referrals when necessary.
21. Maintains adequate supervision of all bus riders.
22. Drives a school bus for extra curricular trips.
23. Assists with bus repairs when minor problems arise.
24. Keeps required records.
25. Performs other related duties as assigned.

#### LICENSE AND CERTIFICATES REQUIRED

A valid, appropriate California Class II drivers license, successful completion of the examination for school bus drivers given by the California Highway Patrol, and a standard Red Cross First Aid Certificate.

#### DESIRABLE QUALIFICATIONS

##### Knowledge of:

Basic cleaning methods and the use and care of cleaning materials and equipment;  
Safe driving practices; Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transportation of school children.

##### Ability to:

1. Quickly learn the schedules, procedures and full use of equipment and supplies used in custodial work.
2. Understand and carry out oral and written directions.
3. Perform manual labor.
4. Drive a school bus and other automotive equipment safely and efficiently.
5. Maintain order among children on a school bus.

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6. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

- |                                  |   |
|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent                |
| 2. Occasional= 25-50 percent     | 4. Very Frequent = 76 percent and above |

- 4 a. Ability to sit for extended periods of time.
- 4 b. Ability to stand for extended periods of time and ascend and descend steps.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, kneel and stoop.
- 3 g. Ability to lift 50 lbs.
- 3 h. Ability to carry 50 lbs.
- 3 i. Ability to reach all directions.

Experience:

- 1. Some work experience involving the performance of duties similar to those listed above.
- 2. One year of experience in the operation of a bus or heavy motor vehicle or substitute bus driver training course.

Education:

Formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

Replaces: Custodian I Policy Number 8514.11, Custodian Policy Number 8514.10 and Bus Driver Policy Number 8514.12 adopted September 8, 1976 effective January 11, 1994

Adopted: January 9, 1996

Revised: January 9, 2018