

## **CUSTODIAN/BUS DRIVER**

### **Purpose Statement**

The job of Custodian/Bus Driver was established for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; minimizing property damage, loss and liability exposure; transporting students over scheduled routes and/or to/from special excursions; ensuring vehicle operation is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

This job reports to Custodian II and/or Principal

---

### **Essential Functions**

- Arranges equipment and furnishings (e.g. desks, tables, bleachers, stages, etc.) for the purpose of providing adequate arrangements for meetings, classroom activities and events.
- Assembles furniture and equipment for the purpose of providing materials in useable form.
- Assists in snow removal for the purpose of maintaining a safe environment.
- Assists in training sweepers for the purpose of ensuring that the department objectives are achieved.
- Cleans assigned facilities (e.g. offices, restrooms, corridors, carpets, windows, walls, board room, conference rooms, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Communicates issues about safety and/or proper maintenance of facilities to supervisor, students, site staff and others for the purpose of providing information, obtaining repairs, ensuring safety and/or scheduling special cleaning.
- Inspects school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying/reporting necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Maintains vehicles as assigned (e.g. makes minor adjustments, cleans interior/exterior, checking fluids, etc.) for the purpose of ensuring safe operations of vehicles.
- Opens and/or secures facilities (e.g. opening gates, building access doors, disarming security systems, raising flag, minor repairs, lock doors, turn off lights, take down flags, etc.) for the purpose of ensuring facilities are operational and safe for occupancy and/or minimizing property damage, equipment loss and potential liability to the district.
- Performs minor maintenance and repairs (e.g. change light bulbs, replace washers, fixtures, oil doors, etc.) for the purpose of ensuring safe and efficient use of facilities.
- Performs routine grounds keeping duties (e.g. picking up paper and other refuse and debris on grounds, sweeping walks and entrances, watering and clearing grass around sprinkler heads, performing minor pruning, etc.) for the purpose of maintaining grounds in a safe and attractive condition.
- Performs the full range of School Bus Drivers duties for the purpose of ensuring an efficient and effective work environment.
- Repairs fixtures and equipment as maybe required (e.g. faucets, toilets, replace lights, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Requisitions supplies and equipment for the purpose of ensuring availability of items required to properly maintain facilities.

- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, unauthorized persons, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Transports various items to schools or other sites as assigned for the purpose of providing materials at job site and/or school site as may be required.

### **Other Functions**

- Attends in service training (e.g. blood borne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; safety practices and procedures; and health standards and hazards.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a department, large work unit, and/or across several small work units; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience** Job related experience is desired.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Equivalency** None Specified

#### **Required Testing**

Alcohol and Drug Testing  
DOT Physical Exam

#### **Certificates & Licenses**

CDL with Bus Endorsement, S & P Endorsement, and Air Brake  
Endorsement within 3 months of hire  
CPR/AED First Aid Certificate within 30 days of hire

#### **Continuing Educ. / Training**

None Specified

#### **Clearances**

Criminal Justice Fingerprint/Background Clearance  
MVR (Motor Vehicle Record) Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/1/2011

**Salary Grade**

Classified 49

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_