

## **BUS DIVER/GROUNDSKEEPER/CUSTODIAN**

### **DEFINITION**

To operate a school bus over designated routes in the transport of students in a safe and timely manner; to pick-up and deliver students to and from school and other scheduled and special excursions; to perform a variety of entry level grounds work and routine aspects of grounds maintenance and custodial functions at assigned District site(s); to maintain safe and sanitary facilities and related sites as assigned; and to function as a cooperative and productive team member; and to function as a cooperative and productive team member.

### **DISTINGUISHING CHARACTERISTICS**

Positions in this classification function at an entry to journey level of job performance. Employees in this job class are responsible for the safety and supervision of students being transported to and from school facilities, the performance of routine grounds and general gardening work, and the maintenance of a clean and safe school environment. This job class requires the ability to communicate and interrelate positively and effectively with students, parents, teachers, and other District staff members.

### **SUPERVISION RECEIVED**

Under general direction reports to the Director of Maintenance, Operations and Transportation.

### **JOB DESCRIPTION (EXAMPLE OF DUTIES)**

Please Note: E = Essential Duty; D = Desirable Duty; M = Marginal Duty

- E. 1. Cleans classrooms, rest rooms, cafeteria, multipurpose rooms, libraries, offices, and related facilities.
- E. 2. Sweeps, mops, scrubs, waxes, vacuums, and shampoos carpets and floors.
- E. 3. Cleans walls, furniture, windows, woodwork, chalkboards, chalk trays, and light covers.
- E. 4. Empties, cleans, and lines trash receptacles.
- E. 5. Dusts furniture, windowsills, and shelves.
- E. 6. Responds to emergency cleanups such as spills, clogged drains and graffiti.
- E. 7. Adjusts shades/ blinds and desks; assembles furniture.
- E. 8. Checks and refills towel, toilet paper and soap dispensers.
- D. 9. Raises / lowers flags; may set up and/or take down playground equipment.
- E. 10. Picks up papers and debris; cleans walkways and entrances.

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- E . 11. Locks and unlocks doors, windows, and gates to ensure security of buildings and related areas; turns alarms on/off.
- E . 12. Sets up and arranges furniture and facilities for assemblies, lunches, meetings, and special events as assigned.
- D . 13. Receives, delivers, and stores supplies and textbooks as directed.
- E . 14. Maintains supply area in a neat and organized manner, monitors supply levels and submits requests for needed supplies in a timely manner.
- E . 15. Inspects areas and grounds for vandalism and damage as well as for health and safety hazards; reports hazards to appropriate authority and prepares work orders for major repairs as needed.
- D . 16. Assists in performing a variety of general maintenance tasks during summer months including, but not limited to, painting and heavy cleaning as assigned.
- E . 17. Drives a school bus over designated and assigned routes according to daily and special time schedules.
- E . 18. Picks up and drops off students; escorts students across streets or roadways, stopping traffic as necessary.
- E . 19. Transports students and teachers on field trips to various locations, on occasion choosing the best route, departing and arriving as scheduled.
- E . 20. Inspects assigned vehicles to maintain safe operating condition according to a prescribed checklist.
- E . 21. Attends scheduled safety meetings and safety programs periodically and upon request.
- E . 22. Maintains order and discipline among students on buses according to District policies and procedures.
- E . 23. Reports incidents that affect the safety of students to supervisor in a timely and accurate manner.
- E . 24. Assists students and other passengers in providing safe entrance and exit from buses, including both emergency situations and normal transport
- E . 25. Assesses potential emergency situations and takes appropriate action to protect the well being of passengers.
- E . 26. Cleans assigned vehicles, interior and exterior, to maintain appearance, sanitation, and safety of vehicle.
- E . 27. Attends training to maintain skills and meet school bus certificate requirements.
- D . 28. May be assigned to check fuel status on buses and refuel as necessary.
- D . 29. Cultivates, waters and trims lawns, shrubs, hedges, trees and flowers;

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- D. 30. Operates edgers, power clippers, small mowers, sprayers, and other grounds maintenance equipment and hand tools.
- E. 31. Assists in planting, transplanting, fertilizing and removing plants and shrubs.
32. Sweeps, vacuums and blows walks, driveways, parking lots and other areas.
- E. 33. Uses hand tools to work soil and remove weeds, undergrowth and debris from school grounds.
- E. 34. Chops and grinds tree limbs.
35. Picks up paper and rubbish.
- E. 36. Performs other duties as assigned.

## **JOB QUALIFICATIONS**

1. Equivalent to graduation from high school.
2. Valid California Motor Vehicle Operator's license and a valid California School Bus Driver's Certificate issued by the California Highway Patrol, good vision, plus a previous safe driving record.
3. One-year experience driving school buses is desirable.
4. Some experience in driving trucks or heavy equipment is desirable.
5. Good knowledge of the provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of school buses and the transportation of student.
6. Qualify for Bus Driver training as required every four years, from a qualified Bus Driver Trainer.
7. Valid First Aid Certificate.
8. Thorough knowledge of safe driving operations and practices; vehicle safety signals, including lights, wipers and mirrors.
9. Good work history, demonstrating verifiable reliability.
10. Up to one year of grounds duties or similar is desired
11. Up to one year of custodial or similar cleaning duties is desirable.
12. Knowledge of safety and mechanical check of buses.

## **LICENSES AND CERTIFICATES**

Possession of a valid California Highway Patrol School Bus Drivers Certificate.

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Possession of the Department of Education form T-01 documenting successful completion of training.

Possession of an approved training certificate from a certified school bus driver instructor.

Possession of a Basic First Aid and CPR certificate.

# **PHYSICAL CHARACTERISTICS** (For job tasks with physical requirements)

Must pass district required preemployment physical

Use the following code to identify the frequency:

A.

## **Calendar Frequency**

Daily D  
Once a week W  
Once a month M  
Other \_\_\_\_\_ O

B.

## **Percentage of Frequency**

Not performed at all N  
Rarely (1 – 10%) R  
Occasionally (10 – 20%) O  
Frequently (25 – 75%) F  
Continuously (75 – 100%)

Each box should contain one code from Section A and one code from Section B.

(Example: D/C = Daily and Continuously)

<b><i>PHYSICAL ACTIVITIES REQUIRED</i></b>										
Standing	Sittin g	Walkin g	Bendin g	Stoopin g	Climbin g	Kneelin g	Pushing / Pulling	Twistin g	Reachin g	Crawlin g
D/F	D/F	D/F	D/F	D/F	D/F	D/F	D/F	D/F	D/F	W/F

<b><i>LIFTING</i></b>				
Size of Object	To and From Ground Level	To and From Waist Level	To and From Chest Level	To and From Shoulder Level and Above
0 – 10 lbs.	D/F	D/D	W/O	W/O
11 – 20 lbs.	D/F	D/F	W/O	W/O
21 – 50 lbs.	D/O	D/O	W/O	W/O
51 – 100 lbs.	W/O	W/O	O/R	O/N
Over 100 lbs. Up to 125 lbs.	O/R	O/R	O/R	O/R

## ***CARRYING***

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	Distance Carried	Frequency Carried	Method Carried	Height Object is Carried
0 – 10 lbs.	200'	D/F	D/D	W/O
11 – 20 lbs.	200'	D/F	D/F	W/O
21 – 50 lbs.	100'	D/O	D/O	W/O
51 – 100 lbs.	200'	W/O	W/O	O/R

### **SPEECH / LANGUAGE PROCESSING REQUIREMENTS:**

1. Requires the ability to verbally communicate in an articulate and understandable manner.
2. Requires auditory Comprehension (understanding and processing the spoken word).
3. Requires visual comprehension (understanding and processing the written word and visual observations).
4. Requires communication with the public.
5. Requires communication with co-workers.
6. Requires the ability to speak on the phone.
7. Requires short-term memory recall.
8. Requires long-term memory recall.
9. Requires reading.
10. Requires writing.
11. Requires driving.

### **HUMAN RELATIONS CHARACTERISTICS:**

1. Requires maturity and patience, especially in dealing with children/students, including special education children/students.
2. Requires interactions with the public, parents of students or co-workers in person.
3. Requires interactions with the public, parents of students, or co-workers on the phone.
4. Requires the ability to function independently on work tasks.
5. Requires effective interaction in group situations.

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6. Requires acceptance of supervisory authority.
7. Requires independent decision-making ability.
8. Requires problem-solving skills
9. Requires the ability to function in crowded and/or stressful situations.
10. Requires the ability to concentrate on driving and avoid distraction, which might create an unsafe situation.
11. Requires a positive and constructive attitude.
12. Requires an alertness to school-type problems.
13. Requires maturity, honesty, sound judgement and a willingness to work hard.

#### **ENVIRONMENTAL CONDITIONS:**

1. Weather: Exposure to hot, cold, wet, snowy, humid, or windy conditions caused by the weather.
2. Extreme Heat: Exposure to non-weather hot temperatures.
3. Noise: Exposure to constant or intermittent sounds of a pitch or level sufficient to cause marked distraction.

Noise Level: 3 – 4

#### ***NOISE LEVEL CODES***

##### CODE

##### **LEVEL**

##### ILLUSTRATIVE EXAMPLES

1	Very Quiet	Isolation booth for hearing test; deep sea diving; forest trail.
2	Quiet	Library, many private offices.
3	Moderate	Business office where typewriters are used; department or grocery store; light traffic.
4	Loud	Can-manufacturing department; large earth-moving equipment; heavy traffic.
5	Very Loud	Rock concert, front row; jackhammer work.

4. Atmospheric Conditions: Exposure to conditions, such as fumes, noxious odors, dusts, mists, gases, and poor ventilation, that affect the respiratory system, the eyes, or the skin.
  5. Hazards: A hazard is a condition in the work environment that subjects or exposes the worker to the possibility of serious bodily injury or danger to the worker's life or
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health. A hazard is specific, related to the job, and has a greater likelihood of occurring on the job than it would away from the job. The following conditions are evaluated as possible hazards in specific jobs:

- a) Moving Equipment: Using various buses and vehicles.
- b) Toxic Chemicals: Cleaning solvents.
- c) Explosives: Gasoline or diesel.
- d) Other hazards.

#### **TEMPERAMENTS REQUIRED:**

1. Working With Others: Performing work activities with other adults and/or students.
2. Working Alone: Performing work activities by oneself and away from others.
3. Directing Others: Adaptability to accepting responsibility for the direction, control, or planning of an activity.
4. Expressing Personal Feelings: Adaptability to situations involving the interpretation of feelings, ideas, or facts in terms of a personal viewpoint.
5. Influencing People: Adaptability to influencing people on opinions, attitudes, or judgements about ideas related to work.
6. Performing Repetitive Work: Adaptability to performing repetitive work, or continuously performing the same work, according to set procedures, sequence, or pace.
7. Attaining Tolerances: Adaptability to situations requiring the precise attainment of set limits, tolerances, or standards.
8. Performing a Variety of Duties: Adaptability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.