

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

BUS DRIVER/CUSTODIAN

Definition

Under general supervision, to safely drive a school bus or transportation vehicle over an assigned route in the transportation of students, including to and from school, to apply safe-driving principles in vehicle operation; to maintain buses in a clean and safe condition; to follow a schedule in the performance of custodial duties required to maintain assigned rooms, equipment, building and adjacent areas in a clean, orderly and secure manner; to perform routine building maintenance tasks during periods of student recess; and to perform other related duties as assigned.

Responsible to

Director of Transportation
Site Administrator

Examples of Duties

1. Drives a school bus or transportation vehicle over an assigned route in accordance with time schedule.
2. Boards and discharges student passengers.
3. Enforces District Policies and procedures related to transportation and maintains discipline on buses.
4. Prepares daily reports of mileage, time and student loads, and student discipline citations.
5. Maintains bus cleanliness on a daily basis; includes washing of bus as needed.
6. Performs minor bus maintenance checks and reports maintenance needs.
7. Renders first aid or emergency assistance as needed.
8. Services buses with gas and oil and checks tires and battery and belts.
9. Instructs students and others on proper bus behavior and emergency procedures.
10. Maintains good order among students on the buses, following District Policies regarding the discipline of children and contact with parents and other citizens.

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11. During times when buses are not in use, positions in this class may be assigned to general maintenance and custodial activities.

12. Insures compliance with applicable provisions of State Motor Vehicle Code and Education Code as related to bus driving and transporting of students.

13. Cleans restrooms, replenishes supplies and fills dispensers.

14. Changes light fixtures and repairs clocks.

15. Maintains areas adjacent to buildings in clean, safe and sanitary condition.

16. Washes windows, walls, sinks and fountains.

17. Arranges furniture and equipment for sporting and special events and meetings.

18. Mop cafeteria floors, wash tables and benches, and clean eating area.

19. Observes and reports the need for repairs and makes such minor repairs as time permits.

20. Preventive maintenance on copying equipment, and audiovisual equipment.

21. Secures buildings at end of shift.

22. Picks up trash and litter, and empties and cleans trash and garbage receptacles.

23. Participates in thorough cleaning of school plant during summer vacation, such as washing walls, cleaning light fixtures, thoroughly cleaning and polishing furniture, stripping and waxing floors.

24. Prepare and maintain interior and exterior walls.

25. Inventory and order materials.

26. Receive supplies.

27. Does emergency cleanup resulting from vandalism, breakage, spilling or illness.

28. Stacks furniture, equipment and supplies.

29. Cleans chalkboards and trays.

30. Is responsible for reporting unruly student activities., loitering, vandalism or similar situations.

31. Raises, lowers, folds and stores flags.

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32. Performs routine non-technical maintenance duties with the use for household hand tools.

33. Confers with supervisors regarding care and cleaning programs at the school plant.

34. Lights and turns off boilers and heaters.

35. Performs routine building maintenance tasks during periods of student recess by assignment to a maintenance crew, or working individually.

36. Perform air conditioning preventive maintenance.

37. Performs other duties as may be assigned.

Qualifications Guide

Knowledge of:

1. Safe driving practices.
2. Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in transporting school children.
3. First aid practices and procedures.
4. Geography of the school District and other districts served.
5. Methods, materials and equipment used in cleaning various types of surfaces and furniture
6. Basic safety practices related to custodial and grounds work.
7. Basic written and spoken English and basic arithmetic.
8. Household-type hand tool usage

Ability to:

1. Operate a school bus, exercising good judgement and extreme caution.
2. Drive a school bus safely over a variety of normal and hazardous road conditions.
3. Maintain order among students on a bus.
4. Learn a designated bus route, bus stops and District traffic hazards.
5. Maintain work schedules in performing tasks.

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6. Perform heavy physical labor.
7. Work efficiently without close supervision.
8. Operate specialized cleaning and maintenance tools and equipment.
9. Understand and follow a work schedule.
10. Keep basic work records and make reports.
11. Understand and carry out oral and written instructions.
12. Maintain cooperative working relationships with those contacted in the course of work.

Training and Experience

A work history demonstrating dependability and reliability; good driving record; equivalent to the completion of the twelfth grade; some previous custodial or janitorial work is desirable; or any combination of training and experience that could likely provide the desired knowledge and abilities.

Licenses

Possession of valid California Driver's License, Class B, a California School Bus Driver's Certificate, accompanied by a current medical certificate and the ability to qualify for District vehicle insurance coverage. Possess a current First Aid Certificate or pass California Highway Patrol First Aid test.

Working Conditions

1. School Bus or Delivery Truck environment
2. Driving in various road and weather conditions
3. Some noise and temperature variations

Physical Abilities

1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers.
3. Finger and grasp objects.
4. Lift, carry, push, and pull heavy objects.
5. Bend, stoop, kneel, crawl, stretch.
6. Sitting for extended periods of time when operating a transportation vehicle.

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7. Walking and stepping up/down or standing for extended periods of time.
8. Bending at the waist.

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