

SIERRA UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

CLASSIFIED

JOB TITLE: BUS DRIVER I / CUSTODIAN

RESPONSIBLE TO: Transportation Bus Services Supervisor & Custodian Supervisor

BUS DRIVER I

Performance Responsibilities:

To transport students to and from school, on field trips, and to/from other sites within designated route(s) and to ensure the safety of student passengers while riding in a school bus. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class is responsible for the safe operation of a school bus and for ensuring the safety of student passengers while meeting established bus schedules. This job class functions at a journey level of classification.

Representative Duties:

1. Drives a school bus or other transportation vehicle within a prescribed route(s) in accordance with time schedules; picking up and discharging students at designated stops;
2. Escorts students across streets as needed.
3. Transports students and teachers on field trips to various locations following routes as directed.
4. Maintains order and proper discipline of student passengers according to District policy; enforces bus riding rules.
5. Issues written bus citations to students regarding bus discipline problems.
6. Conducts safety and operational inspection of assigned bus or buses daily prior to starting route; reports needed mechanical repairs.
7. Services buses with fuel, water, and oil; checks and fills tires.
8. Performs periodic safety drills as required by law; completing necessary reports.
9. Maintains cleanliness of vehicle to ensure safe operating condition.
10. Attends various meetings regarding student discipline, safety, first aid, and training updates as required.

11. Maintains records concerning vehicle maintenance, miles driven, and number of children transported; prepares student conduct, incident and accident reports.
12. Adheres as closely as possible to established schedule of bus stop arrival and departure times.
13. Attends driver training programs to maintain current knowledge of California Motor Vehicle Code and Education Code as it applies to the operation of vehicles in the transportation of school children.
14. Performs related duties similar to the above in scope and function as required.

Minimum Qualifications Knowledge: safe driving practices; provisions of the California State Vehicle Code and Education Code applicable to the operations of vehicles transporting students; first aid practices; and routine record-keeping procedures.

Ability to: drive a school bus safely and efficiently; maintain order among students while driving a school bus; exercise tact, diplomacy, and good judgment in dealing with students; recognize malfunctions in equipment and take appropriate action; maintain assigned vehicle in a clean and safe operating condition; learn a designated bus route including stops and traffic hazards; maintain routine records; understand and follow oral and written directions; meet schedules and timelines; communicate effectively both orally and in written forms; read, interpret, and follow rules, regulations, policies, and procedures; observe legal and defensive driving practices; and establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Characteristics: ability to operate a Type I school bus; speak clearly; hear normal conversation; reach horizontally and vertically; lift heavy objects; sitting for extended periods of time, work in awkward body positions (bending, lying, stooping). Maintain a current medical certificate (DL51), at all times.

Education and Experience: any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge's and abilities listed above.

Licenses and Other Requirements: a valid Type I School Bus Driver's Certificate authorizing to drive all Type I District owned school buses, and appropriate California Driver's License; a safe driving record sufficient for insurability.

CUSTODIAN

General Summary:

To help provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.

Performance Responsibilities:

- Keeps building and premises, including sidewalks, clean;
- Vacuums classrooms, dusts furniture, cleans sinks and counters as assigned;
- Cleans corridors as assigned;
- Sweeps, mops, and disinfects restrooms and cleans sanitary fixtures and drinking fountains as assigned;
- Washes windows on both the inside and outside as frequently as necessary;
- Keeps all floors in a clean and attractive condition and in a good state of preservation; cleans all chalkboards as requested;
- Reports major repairs observed promptly to supervisor; reports immediately any damage to school property;
- May remain on the school premises during nonschool hours when the use of the building has been authorized and his/her attendance is required;
- Assumes responsibility for the closing of the buildings and for determining, before leaving, that doors and windows are secured, and lights, except those left on for safety reasons, are turned off;
- Removes playground equipment left out and all jackets, sweaters, etc., from the playground before leaving the area;
- Investigates immediately the presence on the premises of any visitor and/or any suspicious activity or unusual behavior on the part of visitors;
- Moves furniture or equipment within buildings as required for various activities and as directed;
- Complies with local and District procedures and procedures for the storage and disposal of trash, rubbish and waste;
- Shampoos carpets as assigned;
- Processes requisitions to supervisor for supplies and equipment, and maintains necessary inventory;
- Performs emergency repairs or cleaning services as necessary;
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- Follows precautionary procedures when handling chemicals, cleaning compounds, etc.
- Performs such other duties as may be required.

Minimum Qualifications:

- Demonstrated aptitude for successful fulfillment of assigned performance responsibilities.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Characteristics:

- Speak clearly, reach horizontally and vertically, hear normal conversation.
- Ability to exert physical strength necessary to lift and transport objects up to 50 lbs.

Education and Experience:

- Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge's and abilities listed above.

Licenses and other requirements:

- A valid California Driver's License.

Working Conditions:

- Work involves indoor and outdoor environment to include lifting, climbing, pushing and heights as well as exposure to high voltage, dust, gas or fumes and various noise levels.
- Work may include operating hazardous power equipment.
- Employee may be subject to occupational exposure with potentially infectious materials.

Job Description
Adopted: 1/9/97 - Custodian
2/12/04 – Bus Driver I

SIERRA UNIFIED SCHOOL DISTRICT
Prather, California