

## Coast Unified School District

### **Title:**

Custodian/Reserve Bus Driver

### **Salary Range:** 11

### **Job Summary:**

Under general supervision of the Director of Maintenance and Operations, and in coordination with the Site Administrator, the Custodian/Reserve Bus Driver is assigned to buildings or building areas that the Custodian/Reserve Bus Driver keeps clean and orderly, along with performing related work as required. Drive a school bus to transport student safely and efficiently to assigned locations along designated routes. Ensure safety of students by maintaining a safe discipline level on the bus. Ensure safety of vehicle by performing daily safety inspections.

### **Qualifications:**

Required:

1. High school diploma or equivalent
2. Ability to speak and write effectively in English; understand and follow oral and written instructions; work independently on own initiative; establish and maintain cooperative relationships; work calmly under pressure and with frequent interruptions
3. Ability to do strenuous physical work
4. Ability to be adaptable to changing situations
5. Maintain Forklift Operation Certification
6. Department of Justice fingerprint clearance
7. TB Clearance
8. Valid California Driver's License
9. Valid California Class A or Class B operator's license;
10. Valid California School Bus Driver's Certificate
11. Valid medical certificate
12. Valid first aid card or certificate of completion of California Highway Patrol First Aid Examination.
13. Knowledge of safe driving practices
14. Knowledge of provisions of the California Motor Vehicle Code Passenger Transportation Safety Handbook.
15. Ability to maintain order among riders on a school bus.
16. Pass physical examination requirements as required

Desirable:

1. Bilingual in Spanish
2. Familiarity with custodial and cleaning methods and equipment

3. Paid custodial experience preferred

**Essential Functions:**

Sweep, mop, and wax floors; operate floor machine; dust, wash and polish furniture and woodwork; vacuum rugs and carpets; empty and clean waste receptacles; clean erasers and blackboards; wash windows, doors, and walls; clean rest rooms; sweep sidewalks and pick up papers; clean other outdoor areas; clean drinking fountains; polish metal work; fill paper and soap dispensers; make minor, non-technical repairs including replacing light bulbs, replenishing supplies, turning out lights; lock doors and windows; observe assigned areas to prevent vandalism; assist in moving, arranging, and setting up furniture and equipment for special events and meetings; report need for repairs; maintain equipment and supplies in proper condition; assist maintenance workers in the performance of such duties as carpentry, electrical, plumbing, window glazing and painting, and grounds workers in such duties as mowing, edging, planting, clean-up and related activities; operate fork lift; work as part of crew during school recess or special occasions; participate in staff development; do other special projects as assigned or directed. Drive a school bus along designated routes. Pick-up and discharge students in accordance with established time lines. Ensure student understanding of bus rules. Maintain order and discipline among passengers on the bus in accordance with school policies related to disciplining students. Report behavior issues to appropriate personnel. Observe legal and defensive driving practices, Ensure compliance with applicable traffic and student transportation laws, codes and regulations. Determine appropriate action in emergency situations according to established guidelines. Ensure student understanding of emergency procedures. Administer first aid to passengers as needed. Conduct required daily safety inspection of buses. Maintain and process daily inspection sheets. Inspect interior, exterior and engine of buses to ensure safe operational condition. Report mechanical malfunctions or other problems as required.

**Physical Requirements:**

1. Ability to lift up to 90 pounds
2. Ability to push 40 pounds
3. Ability to pull 67 pounds
4. Ability to carry 62 pounds
5. Ability to climb ladders
6. Physical dexterity in limbs and digits to operate equipment
7. Ability to sit for extended periods of time.
8. Ability to ascend and descend steps.
9. Ability to see and read, with or without vision aids.
10. Ability to hear and understand speech at normal levels.
11. Ability to communicate so others will clearly understand normal conversation.
12. Ability to bend and twist, kneel and stoop.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

**Supervision:**

Under the direction of the Custodian Lead and the general supervision of the Director of Maintenance and Operations

**Approved: 6/28/2018**