

ALPINE COUNTY UNIFIED SCHOOL DISTRICT  
and ALPINE COUNTY OFFICE OF EDUCATION  
**BUS DRIVER / MAINTENANCE / CUSTODIAN**

**REPORTS TO:** COUNTY OPERATIONS AND TRANSPORTATION SUPERVISOR

**SUPERVISES:** No supervisory responsibilities

**DEFINITION:**

Under direction of the County Operations and Transportation Supervisor/or Business Manager: **As Bus Driver** -- operates a school bus over a designated route in transporting students safely and efficiently to and from school and special events; performs pre-trip inspection of all fluids, bus brakes, tires, emergency exits, lights, instruments, emergency equipment, and general operability; performs cleaning activities of interior and exterior surfaces of bus.

**As Maintenance/Custodian** – performs both custodial and general maintenance work contributing to the cleanliness, maintenance work in addition to custodial work, including but not limited to: minor plumbing repairs, furniture and equipment repairs, heating systems adjustments, painting, grounds keeping, irrigation, and other building fixture repairs. Changes lights throughout assigned area of the building. Keeps premises of school (classrooms, halls, office areas) in clean and orderly condition. Moves furniture and other equipment between buildings as necessary. Operates floor scrubbers, vacuum cleaners, buffers, carpet extractor, and other powered cleaning equipment. Daily routine: Open doors, turn on lights, cleans/sweeps/mops floors, vacuum rugs, buffs waxed surfaces, sets up for breakfast and lunch programs, empties trash, moves supplies, equipment and materials as needed. Performs heavier cleaning, stripping, waxing floors, carpet shampooing, moving furniture and painting during school holiday breaks and summer months. and does other work as required by site administrator when assigned.

**QUALIFICATIONS:**

Required:

1. High school diploma or equivalent.
2. Good work history, demonstrating reliability and responsibility.
3. A valid California Motor Vehicle Operator's License with a good driver's record and with experience on snowy and icy roads.

Desired:

1. Operation of heavy vehicles is preferred.
2. Custodial and/or maintenance experience is desirable.

**KNOWLEDGE AND ABILITY:**

1. Knowledge of safe driving practices and the provisions of the California Motor Vehicle Code as applicable to the operation of vehicles in the transportation school children.
2. Knowledge of equipment and materials used in the care of school facilities.
3. Ability to obtain a California School Bus Driver's Certificate and adjacent state certificate if students are transported out-of-state.
4. Ability to obtain a First Aid Certificate issued by the American Red Cross or pass equivalent test administered by the California Highway Patrol.
5. Ability to maintain a safe bus driving record.
6. Ability to follow oral and written directions.
7. Ability to establish and maintain effective working relationships with children.

8. Ability to perform strenuous physical work on schedule and without immediate supervision.
9. Ability to follow oral and written directions.
10. Ability to perform strenuous physical work on schedule as assigned by immediate supervisor.

### **ESSENTIAL DUTIES/TASKS:**

#### **Bus Driver:**

1. Transports only authorized students and other personnel obeying all traffic laws, keeping safety of children in mind at all times.
2. Maintains discipline on bus.
3. Reports undisciplined students to proper authority.
4. Discharges students only at authorized stops, escorts children across streets and highways.
5. Performs bus inspections as required by federal, state and local rules and regulations.
6. Notifies Operations and Transportation Supervisor of any deficiency in the bus.
7. Refuels bus and keeps a detailed record.
8. Keeps interior and exterior of bus clean.
9. Works with California Highway Patrol assisting with periodic bus inspections.
10. Performs emergency bus evacuation drills.
11. Reports accidents and completes required reports.
12. Exercises responsible leadership when on out-of-district school trips.

#### **Maintenance/Custodian:**

1. Responsible for cleanliness, sanitation, and safe conditions of the school plant during school year and during vacations.
2. Maintains cleanliness of all floors and carpeting, furniture, counters, wood work and windows, restrooms and locker rooms on a regular schedule.
3. Empties garbage cans and disposes of trash.
4. Removes snow and ice hazards from school sidewalks and other areas as necessary for the safety of students and personnel.
5. Maintains lawn areas.
6. Repairs and maintains buildings, fixtures and equipment with hand tools.
7. Reports needed major repair needs to school equipment to Maintenance Lead/Bus Driver.

### **NON ESSENTIAL DUTIES/TASKS:**

1. Keeps substitute bus driver informed of changes in schedules.
2. Supervises student or summer help as assigned.
3. Sweeps sidewalks and cleans parking lots and play areas.
4. Helps to set up equipment for all types of special events including school functions.
5. Cares for trees and shrubs.
6. Reports to other school sites as requested by Operations and Transportation Supervisor.
7. Performs other job related tasks assigned by Operations and Transportation Supervisor or as emergencies arise.

## **ENVIRONMENT/WORK CONDITIONS:**

*(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)*

- **Location:** Work is performed inside in vehicle 80% of the time and/or indoors. 20% outdoors while dumping trash, removing debris from building and removing litter from grounds/outside sweeping. During summer months, major cleaning of school buildings is required, including stripping/waxing floors, high cleaning, high dusting and working from ladders or man lift. Work is more physical during summer months.
- **Hazards:** Driving in all weather conditions with traffic hazards to moving objects/vehicles, gasoline/diesel odors/fumes/gasses, slippery surfaces, and noise. Other hazards are students' misbehaviors, stresses from driving while maintaining control of students. Moving equipment, exposure to electric shock and some cleaning chemicals.
- **Equipment Used:** Various school buses, vehicle cleaning/washing equipment, floor scrubbers, man lifts, ladders, hand tools, step stools, hand truck, vacuum cleaners, mops, dust mops, brooms, carpet extractor, and other cleaning equipment and supplies.
- **Safety Equipment:** Gloves and other equipment as needed.

## **ESSENTIAL FUNCTIONS:**

*(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)*

### PHYSICAL

- **Standing/Walking:** Occasionally; indoors/outdoors on all types of terrain for short distances during shift.
- **Sitting:** Constantly; while driving; bus driver subject to some jarring/bouncing/vibration. Occasionally; if on power scrubber or lawn mower. Occasionally; during breaks and lunch; infrequently, during repair projects.
- **Lift/Carry:** Frequently, 1-35 lbs; equipment, supplies, trash. Occasionally, 50-94 lbs while moving equipment, heavier supplies and larger bags of trash, tools, equipment, tables heavier supplies, and 5 gallon paint/supplies. Drivers are required to lift carry 65 lbs. in the event of emergencies to assist students. They need to be able to drag a "dummy" weight of 125 pounds for emergency evacuation. Seldom, 61 lbs.; to install snow chains on tires.
- **Push/Pull:** Frequently, to open and close a manually operated bus entrance door with right arm/hand a force of 10-25 lbs., although air assisted door closures are present on many buses. Pull force of 80 lbs. to drag dummy on bus floor, Push force up to 67 lbs. to close hood/compartments doors on bus. Frequently; using both hands and arms while mopping/dust mopping moving furniture and materials exerting a force of 15 to 30 pounds. Occasionally push using both hands and arms 45 to 124 pounds on bleachers in gym and tables in cafeteria. Occasionally; moving furniture, equipment and materials, exerting a force of 20-75 lbs. Can require movement of furniture/equipment for extended hours during summer work.
- **Climbing:** Occasionally; steps while stepping into vehicles. Must be able to climb and descend steps with a max. Step height of 17½". Must be able to exit from an emergency door opening of 24" x 48", at least 42" from the ground. Seldom step ladder while cleaning exterior of bus. Occasionally; ladders up to a distance of 12 feet while cleaning upper areas, changing lights, drapes, performing repairs. More ladder work in summer.
- **Balancing:** Occasionally; while working at heights while cleaning or changing lights or while in man-lift.
- **Bending/Twisting:** Frequently; at waist/knees/neck throughout work shift, can be highly repetitive in setting up chairs for school events. Constantly; at waist/neck laterally while driving. Neck rotation during driving. Occasionally twisting maybe required but can be avoided with attention to proper body mechanics.

- **Kneeling/Crouching:** Occasionally; while inspecting vehicle or in emergency evacuation of vehicle. Occasionally; may be required while cleaning lower areas, retrieving supplies from lower shelves.
- **Hands/Arms:** Constant use of both hands/arms while reaching/handling/grasping/gripping/fingering the steering wheel and operating equipment, using hand/power tools, wiping and cleaning surfaces, and using cleaning equipment. Requires shoulder involvement in turning steering wheel. Above shoulder reaching is required to clean bus and open compartments on side of bus. Constant use in reaching/handling/grasping/fingering while operating equipment, wiping and cleaning surfaces and while using hand tools and other cleaning equipment. Overhead reaching required.
- **Sight:** Constantly; visual acuity to meet California State visual requirements with the ability to distinguish colors red, green, and yellow. Constantly; in performing cleaning tasks and maintaining safety standards on the job. Requires depth perception, hand/eye coordination required in operation of equipment and tool use.
- **Speech/Hearing:** Constantly; Drivers requiring a hearing aid shall wear such properly operating aid at all times while driving. Occasionally; to interact with co-workers and record data.
- **Other Physical Demands:** Foot: operate two foot controls (if bus is not automatic) simultaneously and quickly. Depress brake pedal with the foot to a pressure of at least 90 lbs. Depress the clutch pedal with the foot to a pressure of at least 40 lbs. unless operating an automatic transmission.

#### MENTAL

- Good verbal communication skills are required in routing exchanges of information, communicating with students, and in giving/receiving instructions. Drivers are responsible for student supervision during driving times.
- Good written communication is required while completing logs, processing vehicle inspection reports.
- Ability to drive safely under pressure of time constraints, student misbehavior, hazardous road conditions, and traffic demands.
- Punctuality and ability to pace activity to meet tight time schedules. Knowledge of student behavioral management techniques and ability to control large groups of students. Must be able to read/write/speak English to understand basic instructions, MSDS guidelines, and memos; and possess basic mathematical skills.
- Concentration, alertness, attention to detail is necessary while monitoring routine processes and operating motor vehicles.
- Must have good reasoning skills to be able to apply established procedures effectively and safely.
- Must be able to work independently and follow through on all work as assigned.
- Must be able to communicate with co-workers and supervisor and work as a team on some projects.

Adopted: 07/17/90

Revision: 09/09/92, 07/01/00, 04/09/13