

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

CUSTODIAN II / BUS DRIVER

BASIC JOB FUNCTIONS:

Under general supervision of the Director of MOTF, performs a variety of general cleaning tasks in an assigned area of the school; keeps school facilities clean and orderly; performs minor maintenance and repairs to school activities; when necessary, assists in other maintenance areas as assigned; serves as a liaison between the site and the supervisor; drive a home-to-school bus route and other pupil activities trips; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS, IF APPLICABLE:

Serves as liaison between the site and the supervisor; may make recommendations regarding custodial engineering methods and standards as they apply to the school facilities.

ESSENTIAL JOB FUNCTIONS - CUSTODIAN:

- Performs custodial work in an assigned area.
- Confer with school officials and/or Director of MOTF regarding care and cleaning programs at the school site
- Answers requests for setting-up classrooms, multi-use rooms (e.g., cafeteria, auditorium) for special events
- Participates in and may coordinate major cleaning projects that include, but are not limited to, carpet cleaning, floor stripping and refinishing and major cleaning of the school facilities during extended school breaks and/or extended weekend breaks
- Cleans, washes, scrubs, mops and disinfects assigned restrooms and shower rooms including floors, stalls, toilets, urinals and fixtures; cleans restroom trash receptacles and replaces liners; replenishes restroom and classroom soap and towel dispensers
- Cleans, dusts and vacuums assigned classrooms and/or offices; erases and cleans chalkboards/whiteboards and trays; cleans erasers; cleans and empties pencil sharpeners and trash receptacles; replaces trash liners; cleans and disinfects sinks, faucets and other fixtures; replenishes soap and towel dispensers;
- Replenishes cleaning/disinfecting supplies approved for classroom or office/workroom use as needed
- Sweeps, scrubs, waxes and polishes concrete, linoleum, tile and wood floors; cleans and mops vinyl floors
- Vacuums, spot-cleans and shampoos carpets and rugs
- Picks up paper and other refuse in buildings and on grounds; sweeps walks, entrances and adjacent areas; clears gutters and storm drains
- Washes and cleans windows; dusts and cleans window sills; dusts and cleans railings, walls, furniture, tables, desks, benches, woodwork, lockers and equipment
- Mixes and uses chemicals for cleaning applications
- Hauls trash and waste to appropriate areas for collection
- Makes minor repairs to lights, desks, toilets, playground and athletic equipment and other items needing repair
- Makes initial attempt(s) to unplug sinks and toilets; advises supervisor when assistance by maintenance staff is required
- Moves or rearranges desks and other equipment as required
- Checks doors and windows for security
- Follows proper procedures for the proper use and application cleaning supplies, wax or polishes, and solutions
- Responsible for reporting unruly student activities, loitering, vandalism and safety, sanitary or fire hazards to supervisor
- Ensures that secondary containers (e.g., spray bottles, storage containers) for cleaning and other products are properly labeled (e.g. contents, purpose/use, effective dates)
- Ensures that Material Safety Data Sheets (MSDS) for assigned area(s) are kept current.
- Submits requests for supplies and replacement components, tools and equipment as needed.
- Performs other duties as assigned

ESSENTIAL JOB FUNCTIONS – BUS DRIVER:

- Drives a school bus on assigned routes in accordance with time schedules
- Maintains order among students on the bus and at bus stops; follows district policies regarding students discipline and reporting student misconduct to supervisor or administrator(s)
- Drives a school bus for assigned field trips; conducts a review of safety procedures and requirements with students, staff and chaperones prior to departing on field trip
- Cleans, washes, and fuels District buses, vehicles and other equipment
- Reports problems or equipment malfunctions. Reports incidents affecting the safety of students
- Performs first aid or emergency assistance. Maintains records of all trips. Files accident reports
- Performs other duties as assigned

Knowledge, skills and abilities:

- General safety procedures and practices; applicable codes, regulations and safety equipment.
- Basic terminology, vocabulary and skills used student transportation.
- Methods, materials, tools and standards practices employed in the safe operation of school buses and student transportation.
- Safe driving practices; safe operation and maintenance of large and small school buses.
- Provisions of the California Vehicle Code and the California Education code applicable to the operation of vehicles in the transportation of school children

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

CUSTODIAN II / BUS DRIVER

- Basic principles of a school district transportation system.
- School district geography and safe transportation routes.
- Communication systems, i.e. two-way radios and emergency communication devices.
- First aid and CPR practices
- Basic record keeping practices
- May transport children with special needs
- Basic cleaning procedures for ensuring health standards within a school bus environment; basic vehicle maintenance and cleaning procedures

Ability to:

- Read, write, understand and communicate in English at a level necessary for successful job performance.
- Understand and carry-out oral instructions, written procedures, including multi-step written instructions
- Read, interpret and follow rules, regulations, policies and procedures.
- Work effectively without close supervision
- Keep basic work records and complete simple reports
- Communicate district policies regarding student behavior and appropriate student conduct on school buses, maintain appropriate students conduct on buses, discipline students when necessary in accordance with district policies; report unruly student behavior to supervisors, recommend further action, as required
- Establish and maintain cooperative relationships with students, parents, supervisors, co-workers and others
- Follow established bus routes and schedules; notify supervisor of any traffic delays or hazards
- Maintain on-time bus schedule; pick-up and drop-off students at designated bus stops
- Read and interpret a road map
- Administer first aid and CPR, when necessary

PHYSICAL DEMANDS / WORKING CONDITIONS:

- **Physical Demands:** While performing the essential functions and responsibilities of this job, the employee is regularly required to stand for long periods of time; walk, push, sit, reach, climb; speak and hear effectively. The employee may be required to lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.
- **Working Conditions:** Work is performed both within a closed environment and outdoors and requires the employees to operate power equipment and motor vehicles. In performing the essential functions and responsibilities of the job, the employee will be exposed to dust, dirt, pollutants; noise from equipment; chemical and/or exhaust fumes and fluids, solvents, lubricants; etc. necessary to perform basic vehicle maintenance; traffic noise and traffic hazards.

EDUCATION AND EXPERIENCE:

- Requires a high school diploma or equivalent
- Requires two years experience in custodial work. Experience in school custodial work desired, but not required.
- Six (6) months experience as a school bus driver or equivalent preferred, but not required.
- Ability to speak conversational Spanish desired

LICENSES, CERTIFICATES and CLEARANCES: Prospective and current employees are expected to possess and maintain the following:

- Current Drivers License issues by the California Department of Motor Vehicles (DMV)
- Current Class A or B license with a Passenger Endorsement issues by the California DMV, without any mechanical restrictions
- School Bus Certificate, issued by the California DMV
- Current First Aid certificate issued by the Red Cross or California Highway Patrol (CHP)
- Cardio-Pulmonary Resuscitation (CPR) certificate issued by the Red Cross
- Department of Justice fingerprint clearance at the CHP
- Department of Transportation Medical Certificate (DL-51)
- Clean driving record, both personally and professionally
- Drug and Alcohol Testing clearance

CONDITIONS OF EMPLOYMENT:

- Upon an offer of employment, prospective employees shall meet the following requirements as a condition of employment:
- Department of Justice fingerprint clearance processed by the District or District-approved agency
- TB (Tuberculosis) clearance
- Pre-employment physical
- Evidence of that all conditions listed under Licenses, Certificates and Clearances have been met
- File the oath or affirmation of allegiance required by Government Code Sections 3100-3109

SALARY RANGE: 14