

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

CUSTODIAN/SUBSTITUTE SCHOOL BUS DRIVER

BASIC FUNCTION:

Under the direction of the Principal and Supervisor-MOT, perform routine custodial activities at an assigned school site or facility; perform minor repairs and maintenance; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition; drive a school bus as needed to transport students safely and efficiently to assigned locations on a designated route.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform routine custodial activities at an assigned school site or facility; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets; dust, wash and polish furniture and woodwork.
- Clean classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways and other facilities as assigned; maintain lunch areas and areas around play equipment; maintain and tumble locks and lockers, empty waste receptacles; recycle bottles and other materials; spot mop spills; remove gum, debris and graffiti as needed.
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; wash mirrors, tile, walls, windows and window coverings; unclog drains and toilets.
- Drive a school bus along designated routes as needed in accordance with specified time schedules, regulations and laws related to pupil transportation; pick up and discharge students in accordance with time schedules; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes, procedures and regulations.
- Maintain order and discipline among passengers on the bus and while waiting at bus stops in accordance with policies related to disciplining students; report unruly conduct on bus to appropriate school personnel.
- Conduct required daily pre-trip safety inspections of buses; inspect the interior, exterior and engine of buses to assure safe operational condition; report mechanical malfunctions or other problems as required.
- Assure safety of passengers when boarding or leaving bus at designated stops; safely cross students across streets or direct traffic as needed; communicate effectively with school staff and parents regarding student behavior as needed.
- Determine appropriate action in emergency situations according to established guidelines; administer first aid to passengers as needed.
- Utilize two-way radios for bus to bus and bus to base communications; notify appropriate personnel of delays, incidents or accidents according to established procedures.
- Pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; perform emergency cleanup services resulting from breakage, vandalism, spilling and illness; assist in reporting and preventing vandalism.
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned.
- Replace light bulbs and tubes; clean white boards, trays and erasers; empty pencil sharpeners; clean tables, chairs and floors.
- Raise and lower flags; maintain and tumble locks and lockers.
- Move and arrange furniture and equipment; prepare classrooms, gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean up furniture, equipment and debris following special events.
- Lock and unlock doors, gates and windows as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines; set alarms as appropriate.
- Report safety, sanitary and fire hazards to appropriate personnel; report need for maintenance and repairs to appropriate authority.
- Assist in receiving, assembling, and distributing supplies and equipment.
- Respond to daily emergencies such as clean-ups, set-ups, loading and unloading supplies.

- Participate in the thorough cleaning and restoration of campus facilities during vacation periods.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed below.

Licenses and other Requirements

- Valid unrestricted California Class A or B driver's license with appropriate passenger and air brake endorsements.
- Valid First Aid certificate issued by an authorized agency.
- Valid School Bus Operator's Certificate issued by the California Highway Patrol.
- Valid medical card.

Knowledge of:

- Proper methods, techniques, materials, tools and equipment used in modern custodial work.
- Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
- Proper methods of storing equipment, materials and supplies.
- Safe and defensive driving practices.
- Proper operations of school buses.
- Applicable traffic and student transportation laws, codes and regulations.
- Basic first aid/CPR procedures.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Appropriate safety precautions and procedures.
- Proper lifting techniques.

Ability to:

- Perform routine custodial activities at an assigned school site or facility.
- Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
- Use cleaning materials and equipment in a safe and efficient manner.
- Operate a variety of custodial equipment.
- Maintain tools and equipment in clean working order.
- Drive a school bus safely and efficiently.
- Conduct safety inspections and perform routine preventive maintenance.
- Maintain a safe discipline level among passengers.
- Observe legal and defensive driving practices.
- Learn and apply policies and procedures related to student discipline on buses.
- Move and arrange furniture and equipment.
- Observe and report safety hazards and need for maintenance and repair.
- Understand and follow oral and written directions.
- Observe health and safety regulations.
- Meet schedules and time lines.

WORKING CONDITIONS:

Work Environment:

- School bus, indoor and outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Exposure to fumes, dust, odors, oil/grease and gases.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a variety of custodial equipment and to operate school bus control panel.
- Walking or standing for extended periods of time.
- Seeing to perform custodial duties.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights to replace light bulbs.

Hazards:

- Exposure to cleaning agents and chemicals.
- Working on ladders.
- Potential exposure to blood or bodily fluids.
- Traffic hazards.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 10/14/15, 02/14/18

FLSA Status: Non- Exempt