



Job Description

JOB TITLE: Bus Driver / Custodian

PAY GRADE: CL 15

LAST REVISED: 06/01/07

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

Under general supervision, drives a District-owned bus over designated routes for the purpose of transporting students and staff to and from various campus locations and on special trips; during the summer and intercession break, performs a variety of work to maintain buildings, furniture, and equipment in a clean, sanitary, safe and secure condition.

REPRESENTATIVE DUTIES - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Drives a bus daily over designated routes in accordance with time schedules; picks up and discharges students and staff; drives for special events.
2. Picks up and delivers campus mail, office supplies, and other materials, as needed.
3. Transports students and faculty on field trips to various locations, making departure and arrival times as scheduled.
4. Conducts safety inspections of the bus prior to operation; cleans interior and exterior of buses as needed; may service bus with fuel and oil.
5. Reports problems or equipment malfunctions; reports incidents affecting the safety of passengers.
6. Attends scheduled safety meetings and safety programs.
7. Assists in promoting bus service and developing the bus schedule each semester; distributes bus schedules.
8. Completes accurate records as required by state and District laws and policies.
9. Cleans, dusts, and disinfects restrooms; cleans lockers and showers; removes trash and waste.
10. Cleans public use areas; sweeps and mops hard floors and baseboards; steam cleans and shampoos carpets and fabric furniture; vacuums and spot cleans carpeted areas.
11. Cleans classroom, laboratory, and office areas; cleans and dusts furniture, fixtures, and equipment.
12. Maintains safe and clean walkway and grounds surrounding the area of assignment; picks up litter and debris; empties and cleans outdoor trash.
13. Maintains safe and clean specialty areas; vacuums and brushes swimming pools, cleaning vents, sweep equipment, and filters.
14. Ensures that towel, soap, cleanser, and other dispensers are adequately stocked.

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15. Cleans and washes desks, tables, counters, furniture, fixtures, inside/outside walls and ceilings, and other surfaces; oils or polishes wood and metal fixtures.
16. Cleans, washes, and dusts windows, window coverings and light fixtures.
17. Performs a variety of minor servicing and maintenance to District fixtures and furniture; makes minor plumbing, electrical, and carpentry adjustments and repairs as necessary.
18. Rearranges, moves, assembles, and sets up furniture and equipment at on and off-campus locations.
19. Sets up and takes down seating and equipment for events, including field markers, posts, scoreboards, benches, bleachers, and the public address systems.
20. Secures internal and external building entries and exits; activates security alarms.
21. Notifies Campus Police Services of suspicious activity and/or persons in need of assistance.
22. Maintains a safe working environment in the assigned areas, notifying the appropriate resources of safety hazards observed, taking action to mitigate or eliminate potentially hazardous conditions.
23. Ensures that containers for cleaning products and other products are properly labeled; ensures that Material Safety Data (MSD) sheets for assigned areas are up to date.
24. Maintains current knowledge of proper safety precautions and proper use of cleaning materials and chemicals in use in laboratory areas; checks and records emergency eye wash and shower stations, fire extinguishers, first aid kits, and emergency telephones for proper functioning or stock.
25. Operates forklifts, trucks, electric lift platforms, and other equipment.
26. Inspects equipment for function and required servicing; makes minor repairs and arranges for complex repairs to be made.
27. Completes work order requests for maintenance services; checks time sheets of hours worked by student and/or other temporary help, as assigned; completes departmental forms for internal use.
28. Documents work activities, inspections, unanticipated occurrences, and MSD sheets.
29. May train and provide work direction to assigned student workers and temporary help as assigned.
30. Performs related duties as required.

QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

Safe bus driving practices sufficient to recognize problems and take appropriate action.
State laws, rules and regulations pertaining to bus operations and passenger transportation.
Methods, materials, tools and equipment used in custodial care and routine facilities maintenance.
Work hazards and safe work techniques, including lifting procedures.
First-aid.
Chemical reactions and proper safety precautions for use.
Safe forklift operation.
Building and plumbing repairs.
Sufficient human relations skill to exercise courtesy when dealing with others.

Ability to:

Perform all essential duties of the position with general supervision.
Drive a District bus safely and efficiently while keeping to well-established schedules.

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Recognize malfunctions in equipment and take appropriate action.
Maintain the assigned vehicle in clean and safe operating condition.
Observe all safety precautions and procedures.
Operate and maintain tools and equipment.
Perform routine maintenance tasks and to determine when to refer more complex maintenance requirements to a supervisor.
Follow oral and written directions.
Work independently and collaboratively.
Learn and apply District policies and procedures with a reasonable period of time.
Comply with District alcohol and drug testing requirements.
Sufficient reading and writing ability to read work instructions and document work activity onto standardized forms.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Examples of ways to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade and successful completion of a District-sponsored (or equivalent) driver training.

Experience:

May require one year of custodial or maintenance experience.

License or Certificate:

Possession of a valid Class B Commercial Driver's License, with passenger and air brake endorsement.

Possession of a first aid qualification from the California Highway Patrol.

Possession of, or ability to obtain, a Forklift Certificate.

Possession of, or ability to obtain, a Hazardous Materials Awareness Training Card.

Possession of, or ability to obtain, an Asbestos Awareness Training Certificate.

Possession of, or ability to obtain, a Bloodborne Pathogens Exposure Control Program Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein 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 job functions.*

Environment: Work is performed in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces. Positions may be required to work evenings, nights, and weekends.

Physical: Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment; to stand and walk for extended periods of time; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.



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Hearing: Hear in the normal audio range with or without correction.