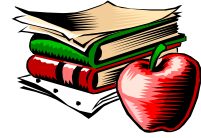




JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Custodian/Bus Driver

Revised 7/11

DEFINITION

1. Under the supervision of the Maintenance and Operations Supervisor, maintains assigned building, group of buildings, including office space clean, orderly, and secure during assigned shift; and other related duties as required.
2. Under the supervision of the Transportation Supervisor, operates a school bus over designated routes to transport students safely and efficiently; perform regular safety inspections; prepare a variety of records and reports related to assigned activities; and other related duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

Custodian

- Cleans restrooms, dressing rooms, shower rooms, classrooms, and common areas. E
- Stocks toilet and sanitary supplies. E
- Vacuums, sweeps, and mops floors. E
- Dusts and polishes furniture and wood work. E
- Empties and cleans waste receptacles. E
- Washes windows and walls. E
- Polishes metal work; and takes care of equipment and materials. E
- Set up and prepare rooms for special events and needs. E
- Reports needed repair work to proper authorities. E
- Performs minor repairs to building fixtures and equipment. E
- Operates and checks low pressure boiler, lights, gas heaters, and other related items. E
- Waxes and refinishes floors and shampoos carpets. E
- Pick up paper and other debris from grounds and buildings. E
- May be required to perform miscellaneous maintenance work such as touch up painting. E
- Operate a variety of district vehicles and equipment. E
- Assure security of buildings and grounds during assigned times. E
- Moves and/or re-arranges furniture, chairs, desks, tables, etc. E
- Perform other duties as assigned.

Bus Driver

- Drives a bus on a daily basis over designated routes picking up and discharging students in accordance with specified times schedules. E
- Transport students and staff on special trips to various locations within the state. E
- Maintains order among students while on the bus and while at bus stops. E
- Follows specified start up and shut down procedures before and after each run. E
- Maintains bus cleanliness in accordance with district guidelines. E
- Prepare log and reports as directed. E
- Conduct required daily safety inspections of buses, inspecting interior, exterior & engine of the vehicles. E
- Report major mechanical malfunctions or other problems as required. E
- Maintain mileage, logs, time records, and related records as required. E
- Determine appropriate action in potential or real medical emergency situations according to established guidelines and administer first aid to passengers as needed. E
- Attend safety meetings and driver education and safety programs as directed. E
- Maintain effective bus and bus-to-base communications. E
- Maintain effective communications between co-workers, supervisor, and dispatcher. E
- Maintain required in-service hours needed and required by law to maintain current school bus drivers license. E

- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent

Experience

One year of work in custodial or similar work

Licenses and Other Requirements

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

Valid California Driver's License

Valid California School Bus Driver's License or willingness and ability to complete it within twelve months

Basic First Aid Certification

KNOWLEDGE AND ABILITIES

Knowledge of

Custodian

- Modern cleaning methods including cleaning chalk and white boards, carpets, furniture, walls and fixtures.
- Proper methods, techniques, materials, disinfectants, tools and equipment used in modern custodial work.
- Safety best practices and work methods.
- Proper lifting techniques.
- Requirements for maintaining school buildings in a safe, clean and orderly condition.
- Oral and written communication skills.
- Health and safety regulations.
- Safe and defensive driving practices and methods.
- Read and understand Material Safety Data Sheets (MSDS).
- Interpersonal skills using tact, patience, and courtesy.

Bus Driver

- Safe and defensive driving practices.
- Proper operations of school bus.
- Applicable traffic and student transportation laws, codes, and regulations (Calif. Motor Vehicle Code and Education Code).
- Basic first aid procedures.
- Basic record keeping and report preparation techniques.
- Interpersonal skills using patience, tact, and courtesy.
- Health and safety regulations.
- Oral and written communication skills.
- State and local traffic laws and regulations.
- School district geography
- California Motor Vehicle Code and Education Code requirements pertaining to pupil transportation.

Ability to

Custodian

1. Maintain an assigned school site, group of buildings or office space in a clean, orderly, and secure manner during an assigned shift.

2. Maintain routine records such as work orders, equipment repairs and maintenance, chemical application, cleaning schedules, and overtime assignments.
3. Use common cleaning materials and equipment in a safe and efficient manner.
4. Operate a variety of district vehicles.
5. Learn custodial procedures, methods and schedules.
6. Observe and report safety hazards and need for maintenance and repair.
7. Maintain tools and equipment in clean working order.
8. Operate a variety of custodial equipment including a floor stripper, buffer, carpet cleaners, vacuum cleaner, and other small power and hand tools.
9. Move and arrange furniture and equipment for meetings and special events.
10. Perform minor repairs.
11. Understand and carry out oral and written instructions.
12. Meet schedules and timelines.
13. Work cooperatively with others.

Bus Driver

1. Drive a school bus safely and efficiently.
2. Maintain a safe discipline level among passengers.
3. Observe and report safety hazards and need for maintenance and repairs.
4. Read and navigate from visual and written maps.
5. Learn and apply District policies and procedures related to student discipline.
6. Observe legal and defensive driving practices.
7. Maintain bus in clean and proper working condition.
8. Conduct safety inspections.
9. Administer first aid.
10. Maintain routine records.
11. Understand and follow oral and written directions.
12. Communicate effectively and professionally with others.
13. Meet schedules and time lines.
14. Operate a two-way radio and other communication equipment.
15. Handle situations with tact and diplomacy.
16. Work cooperatively with others.
17. Adjust to situations as necessary.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor/outdoor environment subject to changing temperatures exceeding 90 degrees at times.
- May be exposed to heights, loud noises, fumes, dust, and other odors.
- Exposure to cleaning agents and chemical such as disinfectants, graffiti remover, floor stripper, floor wax, propane, paint thinner.
- Work in direct contact with the public, students, and other District staff.
- Some assignments may require use of restraint procedures due to the nature and severity of the disabilities and/or assaultive or self abusive tendencies of pupils.
- May complete routes within tight deadlines and continuously changing priorities and interruptions.
- May work with moving vehicles and motorized wheelchair lifts and equipment.
- Working on ladders.
- Driving a vehicle to conduct work while exposed to traffic and adverse weather conditions.

Physical Demands

- Standing, sitting, and walking for extended periods of time.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds.
- Occasional bending, stooping, kneeling, and crouching.
- Use fingers, wrists and/or hands repetitively.

- Use both hands and legs simultaneously.
- Ability to maintain balance.
- Reaching overhead, above the shoulders and horizontally.
- Rapid mental/muscle coordination.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Accurate depth perception.
- Clarity of vision at varying distances to see small details and have color vision/distinguish shades.
- Dexterity of hands and fingers to operate mobile motorized equipment and a variety of custodial equipment.

Hazards

- Working with chemicals, tools, and powered machinery.
- Possible contact with blood borne pathogens and /or bodily fluids.