

**JOB DESCRIPTION: CUSTODIAN / BUS DRIVER**

TITLE: Custodian / Bus Driver

QUALIFICATIONS:

1. Must have a valid CDL with bus driver certification
2. Ability to perform cleaning, set up and tear down for activities and meetings, interior and exterior light maintenance, building preparation, etc.
3. Ability to perform tasks as assigned and work independently

REPORTS TO: Head custodian, transportation director, and superintendent

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls, and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit for periods of up to ninety (90) minutes on the bus route. The employee frequently must squat, stoop, or kneel, reach about the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to fifty (50) pounds, such as cleaning supplies, pails, and unloading trucks. Occasionally the employee will lift and/or move up to seventy-five (75) pounds, such as salt, ice melt, and classroom furniture. The employee will sometimes push/pull items such as tables, bleachers, and scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

GENERAL DESCRIPTION: The custodian / bus driver is responsible for the cleaning and maintenance tasks as assigned by the head custodian. The custodian is responsible for maintenance, cleaning, repair, set up, and tear down for activities and meetings, and other duties as assigned by the head custodian or administration. Bus driving shall consist of a morning route, an afternoon route, or both a morning and afternoon route, as assigned by the transportation director.

ESSENTIAL FUNCTIONS:

1. Cleaning duties: Each custodian shall be assigned certain classrooms for cleaning and disinfection on a daily basis. Depending on need, this will include clean up for school activities in the gymnasium / commons areas;

2. Summer preparation: Prior to the beginning of the school term, all areas in the school need to be cleaned and maintained. This may include painting, stripping and waxing vinyl tile, deep cleaning carpets and rugs, light maintenance; and other duties as assigned to ensure that the building is ready for students;
3. Maintenance work: Custodians may be assigned light maintenance work as part of the custodial duties. This work may include painting, light carpentry, plumbing, and other tasks as assigned by the head custodian or administration;
4. Exterior work: This work shall consist of general clean up as necessary and snow and ice removal as necessary or assigned;
5. Drive a morning, afternoon, or morning and afternoon route as assigned by the transportation director.
  - a. responsible for the safe transportation of pupils to and/or from school
  - b. responsible for following a pre-planned route with defined schedule
  - c. responsible to ensure that the environment on the bus is safe and comfortable for students
  - d. responsible for directing / instructing students in matters of safety in a courteous manner
  - e. responsible for maintaining discipline on the bus; when redirecting students, the employee does so in a respectful manner; as necessary, reports disciplinary issues to the transportation director or school principal
  - f. maintains operations records and makes reports as necessary.

TERMS OF EMPLOYMENT: Hourly wage to be determined by the board (rate for driving may be different from the rate for time spent cleaning). Benefits determined by the board. Hours shall be set by the superintendent. Overtime (in excess of forty (40) hours per week) shall be granted upon approval of the superintendent in cases of emergency or district need.

EVALUATION: Job performance will be reviewed at least annually by the head custodian, transportation director, and superintendent

Adoption date: April 13, 2015