

Qualifications:

- High School Diploma or Equivalent.
- Some experience in housekeeping.
- CDL License with passenger school bus endorsement and Bus Drivers Pocket Card

Nature of Work

The employee performs a variety of manual activities cleaning and maintaining building. An employee in this class also controls and performs minor maintenance to the building, heating and air conditioning equipment. The employee performs a variety of duties in accordance with established practices and cleaning schedules. The employee operates small, medium-sized, or large capacity vehicles transporting children on established or special routes. This employee will introduce minor changes in procedures and solve simple problems before contacting a supervisor. The employee receives limited supervision.

Knowledge, Skills and Abilities

- Working knowledge of basic cleaning methods, procedures, techniques.
- Skill in use of cleaning materials, supplies, and equipment
- Ability to maintain positive working relations
- Ability to understand and follow simple oral or written directions.
- Considerable knowledge of safe and efficient practices and procedures used in the operation of a school bus.
- Considerable knowledge of traffic laws and school bus regulations.
- Considerable knowledge of safety regulations and standards for school buses.
- General knowledge of Transportation Department Operating Instructions.
- Ability to physically inspect the bus according to Transportation Department Operating Instructions.
- Ability to detect and report observable mechanical defects or failures on the school bus.
- Ability to maintain discipline of students assigned to ride the school bus.
- Ability to maintain a clean school bus.
- Ability to complete required reports.
- Ability to understand and follow oral and written instructions.
- Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.
- Ability to exercise tact and courtesy in contact with parents/guardians or students and with school personnel.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

Essential Job Functions:

- Scrubs, dusts, sweeps, mops, vacuums, waxes and polishes floors in rooms, hallways, and closets.
- Washes windows, woodwork, walls and other surfaces.
- Move and arrange furniture and equipment in preparing multipurpose rooms or classrooms for special events or meetings.
- Clean window coverings, such as drapes and blinds.
- Cleans restrooms, locker rooms and showers.
- Replenishes tissue, towels, and soap in rest rooms, kitchens and classroom facilities.
- Locks and unlocks doors.
- Makes minor repairs to furniture and facilities.
- Reports to supervisor damages or needed repairs requiring outside attention.
- Sweeps concrete surfaces adjacent to the school buildings
- May occasionally perform routine ground maintenance functions.
- Empties and cleans waste receptacles, including trash barrels.
- Replaces light bulbs and lighting tubes.
- Remove paper and other debris from school grounds, walk areas, and the areas adjacent to the school facilities.
- Perform emergency cleanup service resulting from breakage, vandalism, spilling, and illness.
- May raise and lower flags, and lock and unlock gates and doors, and set security system.
- Assist in receiving and distributing supplies and equipment.
- May perform minor maintenance tasks in keeping assigned areas safe and operational.
- Assist in reporting and preventing facility vandalism.
- Observes all safety regulations and standards for school buses. This includes clearing the school bus and evacuating students quickly in the event of an emergency.
- Has a copy of the current Handbook for the School Bus Driver and the Safety Assistant; refers to it periodically for guidance and to answer questions.
- Maintains discipline of students assigned to ride the school bus. Establishes a discipline plan that is consistent with school disciplinary objectives, as stated by the principal, and which provides a clear, progressive plan of consequences for students who cause disciplinary problems and rewards for those who maintain proper school bus safety standards.
- Reports undisciplined students to the responsible school principal.
- Discharges students only at the authorized school or bus stop locations.
- Transports only authorized students.
- Keeps the school bus clean and free of papers, bottles, cans food wrappers and other items which may present a safety problem.
- Reports all accidents as required by Transportation Operating Instructions and remains at the scene of the accident until released by the on-scene transportation supervisor.
- Completes personal time card and required reports, including reports required in the event of an accident or incident aboard the school bus.
- Remains in charge of all students aboard the bus at the time of an accident, determining the existence and extent of any injuries and maintaining the safety of all passengers.

- Secures the assigned bus before leaving the vehicle at the conclusion of a run or route. This includes parking the vehicle properly, making a visual inspection of the bus to check for damage and the possibility of remaining passengers (replace All-Out Flag or turn off child minder alarm), and securing all windows and doors to protect the interior of the vehicle.
- Maintains acceptable relationships with parents/guardians of students transported and with school personnel.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: _____ Date: _____