

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE: CUSTODIAN/SUBSTITUTE SCHOOL BUS DRIVER

REPORTS TO: Maintenance, Operations, and Transportation Manager
SUPERVISES: No Supervisory Responsibilities

DEFINITION:

Perform routine custodial duties at designated SLOCOE school facilities and sites during an assigned shift. Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition. Drive a school bus to transport alternative education or special education students safely and efficiently to assigned locations along designated routes. Ensure safety of students by maintaining a safe discipline level on the bus. Ensure safety of vehicle by performing daily safety inspections.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. Sufficient training and experience to demonstrate the knowledge and abilities listed below.
3. Valid California driver's license.
4. Must also have the ability to obtain within 6-month probationary period:
 - Valid California Class B commercial driver's license with passenger (P) and school bus (S) endorsements.
 - Valid School Bus Driver Certificate.
 - Valid Medical Examination Certificate (MEC).
5. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.
6. Valid First Aid and CPR Certification issued by an authorized agency must be obtained within 130 days of employment.
7. Ability to pass pre-employment drug testing.
8. Enrollment in Employee Pull Notice through the California Department of Motor Vehicles.

Desired:

1. School Bus Driver experience.

KNOWLEDGE AND ABILITY:

1. Knowledge of proper methods, techniques, materials, tools and equipment used in modern custodial work.
2. Knowledge of modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
3. Knowledge of appropriate safety precautions and procedures.
4. Knowledge of proper lifting techniques.
5. Knowledge of safe and defensive driving practices.
6. Knowledge of proper operation of school buses.
7. Knowledge of applicable traffic and student transportation laws, codes and regulations.
8. Knowledge of basic first aid procedures.
9. Knowledge of health and safety regulations.
10. Knowledge of basic record-keeping techniques.
11. Ability to use cleaning materials and equipment in a safe and efficient manner.
12. Ability to operate a variety of custodial equipment.
13. Ability to operate a computer.
14. Ability to drive a school bus safely and efficiently.
15. Ability to observe legal and defensive driving practices.
16. Ability to learn and apply County Office policies and procedures related to student discipline.
17. Ability to maintain a safe discipline level among passengers.

18. Ability to remain calm and assertive while dealing with students with challenging behaviors.
19. Ability to administer first aid.
20. Ability to understand and follow verbal and written directions.
21. Ability to observe health and safety regulations.
22. Ability to drive a vehicle to conduct work.
23. Ability to maintain regular and reliable attendance.
24. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
25. Ability to establish and maintain positive and effective working relationships with diverse populations.
26. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
27. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
28. Ability to deal with problems or issues that arise within the scope and skill set of the classification.

ESSENTIAL FUNCTIONS:

1. Perform routine custodial duties at designated SLOCOE school facilities and sites including classrooms, lounges, offices, hallways and other facilities during an assigned shift.
2. Sweep, scrub, mop, strip, wax and polish floors. Vacuum rugs and carpets. Spot clean and shampoo carpets. Dust and polish furniture and woodwork. Empty waste receptacles and spot mop spills.
3. Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals. Fill dispensers with towels, soap, toilet paper and other items. Clean mirrors, tile, walls, blinds, light fixtures and windows. Unclog drains and toilets.
4. Pick up paper and other debris from grounds, walkways and areas adjacent to SLOCOE facilities. Sweep concrete surfaces adjacent to school building.
5. Move and arrange furniture and equipment. Set-up and assemble chairs, tables and other furniture and equipment for special events and activities. Clean up furniture, equipment and debris following these events.
6. Operate custodial equipment such as vacuums, mops, small hand and power tools, strippers, buffer/scrubber machines and other equipment. Perform routine general maintenance and repairs to facilities, buildings, fixtures and equipment. Replace screws, pipes, parts, components, light bulbs and tubes. Refer major maintenance and repair needs to appropriate personnel.
7. Perform grounds maintenance duties in the beautification of designated grounds.
8. Monitor and report safety hazards and need for maintenance and repair.
9. Monitor inventory levels of custodial supplies. Assist with ordering, receiving, stocking and maintaining inventory of custodial supplies.
10. Drive a school bus along designated routes. Pick up and discharge alternative or special education students in accordance with established time lines. Assist students with getting on and off the bus as needed.
11. Ensure student understanding of bus rules. Maintain order and discipline among passengers on the bus in accordance with County Office policies related to disciplining students. Report behavior issues to appropriate personnel.
12. Observe legal and defensive driving practices. Ensure compliance with applicable traffic and student transportation laws, codes and regulations.
13. Determine appropriate action in emergency situations according to established guidelines. Ensure student understanding of emergency procedures. Administer first aid to passengers as needed.
14. Conduct required daily safety inspections of buses. Maintain and process daily inspection sheets. Inspect the interior, exterior and engine of buses to ensure safe operational condition. Check brakes, brake lights, doors, safety devices and other equipment. Report mechanical malfunctions or other problems as required. Maintain buses in a clean and safe operating condition. Clean windows, mirrors and bus interior and exterior. Sweep floors and dust furniture. Check and maintain appropriate levels of fuel, oil and water.
15. Communicate with SLOCOE personnel to exchange information and resolve issues or concerns.

16. Operate a computer to communicate with online work order system.
17. Handle confidential information and materials with complete security.
18. Other duties as required within the scope and skill level of the classification.

ENVIRONMENT:

1. Indoor and outdoor work environment.
2. Regular exposure to fumes, dust and odors, oil/grease and gases.
3. Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a variety of custodial equipment.
2. Walking or standing for extended periods of time.
3. Seeing to perform custodial duties monitor students, and operate a vehicle.
4. Sitting for extended periods of time while operating buses.
5. Bending at the waist, kneeling or crouching.
6. Reaching overhead, above the shoulders and horizontally.
7. Climbing ladders and working from heights.
8. Routinely lift, carry, push or pull heavy objects as assigned by position.
9. Physical ability to lift 46 pounds from floor to waist.
10. Physical ability to lift 46 pounds waist to shoulder.
11. Physical ability to lift 21 pounds from shoulder to overhead.
12. Physical ability to carry 60 pounds (power floor buffer- 2 persons)
13. Physical ability to push 87 pounds.
14. Physical ability to pull 87 pounds.
15. Comply with COE, State and/or Federal guidelines for drug and alcohol testing of school bus drivers.

HAZARDS:

1. Exposure to cleaning agents and chemicals.
2. Potential for contact with blood and other body fluids, which may contain bloodborne pathogens and communicable infectious diseases.
3. Working on ladders.
4. Traffic hazards.
5. Driving a vehicle during adverse weather conditions.
6. Potential exposure to verbal abuse and aggressive behaviors (hitting, biting, scratching, kicking, etc.)

Grade Allocation: 21
Adopted: 7/1/04
Revised: 2/16/05; 7/27/05; 2/15/10; 3/28/12; 7/24/13, 3/22/23