



Goleta Union School District

Bus Driver/Custodian II

Basic Function

Under the direction of the Transportation Supervisor, operate a school bus to transport students safely and efficiently to and from school on assigned routes when bus drivers are absent; drive students to and from field trips and other activities, conduct daily safety inspections.

When no bus driver absences occur, this position will be under the guidance of the Director of the Maintenance Operations and Transportation to perform bus dispatch duties, assist with maintenance tasks, maintain custodial activities and keep grounds areas in a clean, orderly and secure condition.

Representative Duties

Representative Duties - Bus Driver

Drive a school bus along a designated route, picking up and discharging students in accordance with time schedules.

Maintain order and discipline among passengers on the bus and while waiting at bus stops in accordance with District policies related to disciplining students.

Conduct daily safety inspection of bus, inspecting the interior, exterior and engine of vehicle; report mechanical defects or malfunctions to appropriate personnel.

Prepare related records including daily bus reports, check-out sheets, odometer reading sheets, and records related to payroll; update route sheets.

Maintain bus in clean and safe operating condition; empty trash, refuel, sweep, clean windows and interior of vehicles.

Transport students, faculty and parents on field trips, therapy or to athletic events, meeting scheduled departure and arrival times as assigned.

Assist handicapped students while boarding, riding or leaving the bus; assist students in wheelchairs by pushing chairs onto ramp, operating lift and securing wheelchairs; determine appropriate action in potential or real medical emergency or crisis situations according to established guidelines.

Observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.

Communicate effectively with parents, teachers, administrators and the general public.

Administer first aid to passengers as needed.

Attend safety meetings and other training sessions as required.

Instruct children in various aspects of passenger and pedestrian safety.

Perform related duties as assigned.

Representative Duties - Custodian II

Perform custodial activities at M.O.T. locations or assigned District school site; sweep, scrub, mop floors and vacuum carpets in offices, multipurpose rooms and other work areas.

Wash and clean inside and outside of buses.

Move and arrange furniture, supplies, and equipment in preparing classrooms and multipurpose rooms for special events or meetings.

Lock and unlock doors and gates as appropriate; raise and lower flags as assigned.

Respond to Director of M.O.T. requests as needed.

Assemble, adjust or move furniture as requested.

Assist maintenance workers and custodians with special projects.

Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

Knowledge and Abilities - Bus Driver

Safe and defensive driving practices.

Proper operation of school buses of various sizes.

Applicable traffic and student transportation laws, codes and regulations including the California Motor Vehicle Code and Title 13.

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First Aid procedures and universal precautions for dealing with bloodborne pathogens.

Basic record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Drive school buses of various sizes safely and efficiently.

Conduct safety inspections and perform routine preventive maintenance.

Maintain safe discipline level among passengers.

Learn and apply District policies and procedures related to student discipline.

Observe legal and defensive driving practices.

Learn and follow designated routes and time schedules.

Read and interpret maps.

Maintain bus in clean and proper working condition.

Administer first aid to ill or injured children.

Maintain routine records.

Understand and follow oral and written directions.

Communicate effectively with others.

Be sensitive to the needs of all students including handicapped students.

Establish and maintain cooperative and effective working relationships with others.

Knowledge and Abilities - Custodian II

Knowledge of:

Safe practices and work methods related to cleaning and maintenance activities.

Methods, materials, tools and equipment used in custodial work and routine maintenance.

Proper methods of storing equipment, materials and supplies.

Proper lifting and climbing techniques.

Inventory methods and control.

Ability to:

Perform custodial activities at an assigned school site or facility to maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

Use cleaning materials, equipment and methods according to predetermined standards.

Learn and apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work.

Learn appropriate safety precautions and procedures.

Maintain tools and equipment in clean working order and provide proper security.

Perform minor non-technical repairs.

Observe and report need for maintenance and repair.

Understand and follow oral and written directions.

Meet schedules and time lines.

Communicate effectively with others.

Inspect and assure the security of facilities during assigned shift.

Climb ladder.

Establish and maintain cooperative and effective working relationships with others.

Education and Experience

Any combination equivalent to: graduation from high school and one year of experience transporting school children

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or completion of a school bus driver training program and two years of experience in custodial and maintenance.

Licenses and Other Requirements

Valid California Class B Driver License with air brake and passenger endorsements.

Valid School Bus Driver Certificate issued by the California Department of Motor Vehicles.

Incumbents must be insurable by the District's liability insurance carrier.

Valid First Aid Certificate issued by an authorized agency.

Subject to random drug and alcohol testing.

Environment

Indoor and outdoor environment.

Driving a vehicle to conduct work.

Seasonal heat and cold and adverse weather conditions.

Fumes and odors from bus operation.

Vibrations, noise level.

Physical Demands

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Pushing or pulling wheelchairs.

Lifting moderately heavy children.

Climbing ladders.

Standing or sitting for extended periods of time.

Shifting gears.

Heavy physical labor.

Hazards

Traffic hazards.

Driving a vehicle in adverse weather conditions.

Cleaning Chemicals

Heights when climbing ladders.