

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Custodian/Bus Driver

**Department: Custodians-
Operations / Transportation**

Grade D Custodian/G Bus Driver

H.P.D. 8 Hours (5 hours Driver/3 hours Custodian Applicable only on days driving a commercial vehicle/school year) 3 Hour Custodian during summer months

D.P.Y. 260

Date: January 2018

**Reports To: Lead Custodian/
Operations Foreman,
Student Transportation
Manager**

Purpose of Job

The purpose of this job is to perform as Custodian/Bus Driver in the School System. Custodial duties and responsibilities include maintaining and cleaning school building and grounds, turning on/off alarm systems and assist teachers/students as needed. Reports to Lead Custodian and/or the Operations Foreman. Bus Driver duties and responsibilities include safely transporting children (K-12th Grade) to and from school and other school related activities. Manages and disciplines students, maintains a safe and clean bus, monitors vehicle performance and turns vehicle in for repair as needed. Reports to the Student Transportation Manager.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Prepares school for opening and closing; locks/unlocks school gates, turns on/off lights and turns on/off alarms; checks and locks/unlocks school doors, polices school grounds and checks all restrooms.

Checks maintenance of school alarms; responds to alarms on call.

Collects and empties trash throughout the school; dust mops office and/or vacuums or spot mops.

Dust mops and spot mops lobbies and vacuums entrance mat; mops and buffs front foyer, lounge area, classrooms, hallways and other areas requiring this action.

Prepares dining areas and empties trash during and after breakfast and lunch; cleans cafeteria/dining

area after breakfast and lunch.

Ensures all school and State flags are properly put up and down; polices school grounds for trash; mows grass and trims; plants trees on school grounds when directed; applies Round-Up to fences areas; maintains grounds maintenance equipment concerning routine operator care and cleanliness.

Collects cans to be taken to aluminum can dispenser.

Checks school walls for marks and vandalism and clean as needed.

Stocks paper storage area for copiers; and distributes supplies to teachers.

Checks work orders from teachers and delivers to office.

Checks daily with teachers regarding maintenance needs in the classrooms; prepares request for maintenance work orders; assists maintenance personnel with repairs as needed.

Prepares orders for custodial supplies; picks up supplies from other locations.

Sets up furniture and boards for classrooms; prepares cafeteria and gymnasium for school programs (chairs, etc.).

Cleans up areas where students have become ill and transfers biohazard material for disposal.

Does light plumbing and carpentry for school; changes burned out light bulbs and replaces ceiling tile as needed using stepladder. Replaces chair and desk glides; adjust table and desk legs.

Boxes up and stores files for office.

Strips and seals floors throughout the school; shampoos carpets; cleans windows and window blinds.

Paints school as needed; keeps snow and ice from walkways during winter months.

Moves and stores furniture; checks and cleans all custodial equipment after each use.

Performs daily bus inspection according to state standards routes to ensure that school bus is safe to transport students. Checks all communication equipment to ensure it is operating properly.

Sweeps bus after each AM and PM run as required. Clean headlights, mirrors, and windshield daily. Checks seats, windows and interior for damages. Secures bus after each AM & PM runs by raising windows, check for sleeping children, draining air tanks, etc.

Prepares vehicle maintenance report for mechanical problems; turn bus into bus shop for repairs when mechanical problems arise.

Monitors vehicle mileage and turn into bus shop for 7,500 and 15,000 mile services.

Safely transport children to and from according to assigned bus route. Monitor students warning lights as all stops for proper working order. Continuously scan all mirrors before loading and unloading students as school and along roadways.

Continuously scan all engine/equipment gauges to ensure safe operation of vehicle.

Maintains discipline and safe standards on school bus; instructs children on regulations such as remaining seated at all times, no hanging out of window, etc.; prepares discipline reports as needed.

Directs and instructs students on proper boarding and unloading procedures.

Fuels bus, adds oil, water, transmission fluid, etc., as needed. Prepares maintenance request ticket for repair as needed.

Periodically updates bus stop roster and student information sheet in the Routing Office.

Attend mandatory State Certification training annually for school bus drivers.

Must teach/instruct passengers on emergency evacuation plan as outlined in emergency evacuation procedure outline. Must prepare and maintain an up to date seating chart for schools you serve and transportation department. Must prepare and maintain emergency data card on all students assigned to bus in case of emergency and for student accountability.

Responsible for turning in all required paperwork (Daily Bus Inspection form, and all documents associated with the bus route) no later than 9:30 AM on the first school day of the week following payday.

All paperwork will be turned in to the employee's Lead Driver.

Must be able to effectively communicate in a professional manner, without causing a verbal or physical confrontation.

Must prepare student injury report for on-board injuries. Must prepare statement for insurance company when involved in a motor vehicle accident with your school bus.

Immediately notify you supervisor if you become insulin dependent or license is revoked or suspended.

Must have in possession when operating a school bus: Proper license, DOT Certificate, vehicle registration, Daily Bus Inspection sheet, and vehicle insurance information.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or GED) required, with three to six months of custodial experience preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. In addition, must be at least twenty-five (25) years of age. Must pass a DOT physical. Must currently have a Commercial Drivers License with passenger and school bus endorsement, school bus drivers must have at least five (5) consecutive years of unrestricted driving experience prior to the date of application. The Transportation

Department must be fully satisfied as to the applicant's good character, competency, and fitness to be so employed. Must possess a valid state driver's license.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machines and tools such as stripping machine, vacuum cleaners, carpet machine, high speed buffer, lawn mower, weed eater, mechanics and carpenters tools, etc. Must be physically able to work, move or carry objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to thirty five to fifty pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of fifty to one hundred pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to job of Custodian. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Custodian,

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; and determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using custodial equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to job of Custodian.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System, custodial practices and transportation practices as they pertain to the performance of duties relating to the job of Custodian/Bus Driver. Has general knowledge of custodial practices and bus driver practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner, Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information, has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the School System may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date