

# GREENFIELD UNION SCHOOL DISTRICT JOB OPPORTUNITY

<b>Job Title:</b>	Bus Driver Trainee/Custodian/Floater	<b>Job Category:</b>	CSEA Classified
<b>Location:</b>	M.O.T	<b>Job Code:</b>	606410
<b>Salary:</b>	\$21.34 - \$27.61 (30-CL24) (Max entry step 3, unless determined to be a promotion for an internal candidate)	<b>Work Cal:</b>	8 hours/12 months/246 days
<b>Date Posted:</b>	12/23/2024	<b>Closing Date:</b>	UNTIL FILLED

**Applicants apply at: [WWW.GFUSD.NET](http://WWW.GFUSD.NET)**

<b>JOB REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• High School Diploma or G. E. D.</li> <li>• Meet the physical requirements necessary to safely and effectively perform the assigned duties.</li> <li>• One (1) year experience the care and cleaning of buildings and facilities is desired.</li> <li>• <b>MINIMUM APPLICATION REQUIREMENTS:</b> <ol style="list-style-type: none"> <li>1. Minimum Class C Driver's License- applicants must have a satisfactory driving record or history</li> <li>2. Current TO-1 Card (<i>Classroom Training</i>)</li> <li>3. Original DMV Driver Record Printout</li> <li>4. Class B permit with Passenger and School bus endorsement</li> <li>5. Medical Examination Report Form - <i>Form MCSA-5875</i></li> <li>6. Medical Examiner's Certificate - <i>Form MCSA-5876</i></li> <li>7. Resume shall include all positions held within the last 10 years (<i>work history</i>)</li> </ol> </li> <li>• Completion of a valid California Class A or Class B Commercial Operator's License with "P" and "S" endorsements, a valid CA Special Driver's Certificate, a current Medical Exam (DL-51) card, and a current First Aid card (if #6 restriction is specified on the Special Driver's Certificate) within six (6) months of hire date.</li> </ul> <p style="color: red;"><b>Applicants who do not include all the required documents with their application will not be considered for the position.</b></p>
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## GOAL:

The Greenfield Union School District announces the opening of Bus Driver Trainee/Custodian/Floater. The Bus Driver Trainee/Custodian/Floater is under the direct supervision of the Transportation Supervisor and the Director of Maintenance, Operations and Transportation.

## QUALIFICATIONS:

○ *Knowledge of:*

1. Knowledge of common methods, materials and equipment used in this position.
2. Knowledge of traffic laws and safe driving practices, provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transportation of school children.
3. Basic preventive maintenance requirements of automotive equipment
4. Routine record keeping.

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5. Safety rules and regulations regarding physical activity.
6. Safety rules and regulations for this position.
  - *Ability to:*
    1. Ability to learn procedures, schedules, understand and carry out oral and written directions.
    2. Ability to work various schedules as assigned between the hours of 5:30 A.M and 7:00 P.M.
    3. Ability to perform moderately heavy manual activities.
    4. Work independently
    5. Establish and maintain cooperative relationships with all employees.
    6. Be a productive and active team member.
    7. Understand and carry out verbal and written instructions.
    8. Apply general policies and procedures to specific situations.
    9. Maintain a pleasant appearance and demeanor.
    10. Work successfully with diverse groups of people.
    11. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
    12. Establish and maintain effective work relationships with those contacted in the performance of required duties.
    13. Establish and maintain effective reports with students, parents, District school site staff and community members.

### **DUTIES AND RESPONSIBILITIES:**

1. The Bus Driver Trainee/Custodian/Floater serves as a substitute white fleet driver as necessary,
2. Completes custodial duties at various sites as needed in conformity with a variable time schedule.
3. Picking up and discharging pupils at designated stops
4. Supervises conduct of pupils being transported
5. Transports pupils and teachers on field trips if applicable
6. Assists in maintaining the bus/white fleet equipment in clean and safe condition
7. Sweeps the interior of buses and maintains windows in clean condition at all times
8. Keep simple records and make reports
9. Vacuum carpets, sweep, mop and wax floors
10. Clean rest rooms
11. Wash windows and walls, polish metal work
12. Patch and prepare surfaces for painting
13. Perform painting as necessary
14. Assists in moving and arranging furniture and equipment
15. Makes minor repairs
16. Replaces light
17. Cleans and pickup up paper on grounds
18. Performs emergency cleanup service.
19. Sweeps outside walks.
20. Empties and cleans waste in pick-up containers.
21. Assists in handling supplies and unloading deliveries

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22. Attends training and safety sessions as required
23. Reports unsafe conditions and adheres to all safety regulations related to AHERA
24. Performs other duties and responsibilities as required by the Director of Maintenance, Operations and Transportations, in order to accomplish the goals and objectives of the site.
25. Performs other duties and responsibilities as required by the Superintendent or designee, in order to accomplish the goals and objectives of the district.

### **PHYSICAL ABILITIES:**

1. **Seldom:** Less than 25% 2. **Occasional:** 25-50% 3. **Often:** 51-75% 4. **Very frequent:** 76% or more

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| <u>3</u> | a. | Ability to sit for extended periods of time  |
| <u>3</u> | b. | Ability to stand for extended periods of time and ascend and descend steps   |
| <u>4</u> | c. | Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students. |
| <u>4</u> | d. | Ability to hear and understand speech at normal levels   |
| <u>4</u> | e. | Ability to communicate effectively.  |
| <u>3</u> | f. | Ability to bend and twist, kneel and stop, and crawl   |
| <u>2</u> | g. | Ability to lift <u>50</u> lbs.   |
| <u>2</u> | h. | Ability to carry <u>50</u> lbs.  |
| <u>4</u> | i. | Ability to reach in all directions.  |
| <u>3</u> | j. | Ability to work at a desk, conference table or in meetings of various configurations                                       |
| <u>1</u> | k. | Ability to work at heights.  |

### **EVALUATION:**

Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement if applicable. The evaluation will be completed by the Director of Early Education or his/her designee.

**RIGHT TO REVISE:** This job description is not meant to be all-inclusive, and the school reserves the right to revise the job description as necessary without advance notice.

*Pre-Placement physical and drug screening will be required of new employees in this classification.*

### **QUALIFIED APPLICANTS MAY BE CONSIDERED FOR AN INTERVIEW APPOINTMENT**

The Greenfield Union School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, ethnicity, gender, gender expression, gender identity, immigration status, marital status, national origin, parental status, pregnancy status, race, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact:

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Equity Compliance Officer: Ramon Hendrix--Superintendent 1624 Fairview Rd. Bakersfield, CA, 93307 661-837-6000 hendrixr@gfusd.net	Title IX Coordinator: Dr. Debra Thompson--Assistant Superintendent of Student Services 1624 Fairview Rd. Bakersfield, CA, 93307 661-837-6000 titleIX@gfusd.net	Section 504 Coordinator: Jennifer Morales – Coordinator of Health Services 111 McKee Rd. Bakersfield, CA 93307 661-837-6000 moralesj@gfusd.net
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