

Custodian/Bus Driver

Wayne County Public Schools

Job Description

TITLE: Custodian/Bus Driver

QUALIFICATIONS:

1. Minimum High School Diploma or GED
2. Serve as a Bus Driver/Sub Bus Driver for a school bus as required by principal. Shall have all qualifications prescribed by the State Board of Education and must maintain appropriate bus driver certification at all times.

REPORTS TO: Principal or Department Administrator

JOB GOAL: To perform a variety of cleaning and minor maintenance tasks according to an established cleaning schedule.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of Wayne County Public Schools, along with state and federal regulation pertaining to school facilities.
2. Scrub, dust, sweep, mop, vacuum, wax and polish floors in rooms, hallways and closets.
3. Wash windows, blinds, woodwork, walls and other surfaces.
4. Scrub and clean restrooms.
5. Replenish tissue, towels, soap etc. in restrooms, kitchens and classroom facilities.
6. Empty wastebaskets and other trash receptacles.
7. Lock and unlock building(s) as requested and secure or assist in securing building(s) at night.
8. Pick up paper or other trash in school buildings or on school grounds.
9. Move/arrange equipment, supplies or furniture as directed.
10. Make minor repairs to furniture or facilities as needed.
11. Report to supervisor damages or needed repairs requiring outside attention.
12. Replace light bulbs and fluorescent tubes as needed.
13. Maintain adequate supplies and materials on site.
14. Clean and make minor repairs and adjustments to heating and air conditioning equipment. Change filters.
15. Clean and keep steps, walkways, and parking lots free of ice/snow or materials that create a hazardous condition.
16. Participate in scheduled training workshops and apply new knowledge/skills in daily work.
17. Perform other cleaning/maintenance tasks as requested by the Principal or Department Administrator.

Terms of Employment: Ten or Twelve-month employment/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 55 (\$2,785.12 - 3,495.34)

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate functional knowledge/skill of the tools, materials, cleaning agents and methods to utilize in various phases of custodial work.
- Demonstrate functional knowledge or willingness to learn the correct use of mechanical equipment of school buildings.
- Demonstrate the ability to accurately follow written and oral directions.
- Ability to establish and maintain effective working relationships with students, teachers,

administrators and the general public.

- Ability to accept constructive criticism.
- Ability to lift and carry up to 50 pounds, push/pull 75 pounds.
- Ability to stand and walk 100% of the time without fatigue or discomfort.
- Effective oral and written communication.
- Sufficient

Policy Code: 7400 Job Descriptions

Job descriptions must be developed for all positions. A job description must identify the essential functions of the position and should stress expected working relationships with other employees and whatever duties are directly or indirectly related to student performance.

Job descriptions for teacher assistants, cafeteria workers and custodial staff members hired after January 1, 2025 will include a requirement that a license to drive a bus be obtained and maintained and that the employee drive a bus as needed and requested by the principal. This requirement does not apply to individuals exempted from getting a bus license by the Department of Motor Vehicles due to disabilities.

Job descriptions will be used as a criterion in screening applicants and evaluating employees. Job descriptions also will be used in organizational planning, budgeting and personnel administration.

Job descriptions will be on file and available to employees and applicants in the Human Resources office.

Legal References: [G.S. 115C-47\(18\)](#), [-307](#)

Adopted: August 30, 1999; Revised: November 2, 2009; December 6, 2021

Wayne County Schools

Policy Code: 7401 Duty to Drive a School Bus and Exemption

To ensure that the school system maintains a sufficient number of qualified school bus drivers and substitute school bus drivers to efficiently and effectively operate the school transportation system, all instructional assistants, school nutrition program workers, and custodians first hired or re-employed following a break in continuous service after January 1, 2025 (as set forth in Policy 7400), must obtain or already hold a North Carolina Commercial Driver's License (CDL) with P&S Endorsements (School Bus Certification) and be willing to drive a school bus within 180 days of their start date. Bus driving duty shall be considered an essential function for each of these positions.

A. Current Employees

Employees subject to this policy shall sign a bus driver agreement and obtain or maintain a CDL with P&S Endorsements (School Bus Certification) as a condition of their new or continued employment with Wayne County Schools. Nothing in this policy is intended to establish or create a right to drive a school bus. Instructional assistants, school nutrition program workers, and custodians, employed prior to January 1, 2025 and continuously re-employed with no break in service since that date, and prior to the effective date of this policy, are exempt from this policy and are not required to obtain or maintain a valid CDL with P&S Endorsements (School Bus Certification) and sign the bus driver agreement.

All instructional assistants, school nutrition program workers, and custodians currently employed by Wayne County Schools and who are subject to this policy and do not have a bus driver agreement on file with the Human Resources Department must, within 30 days of the effective date of this policy, execute a bus driver agreement. Additionally, within 180 days of the effective date of this policy, all employees subject to this policy must:

1. Obtain a North Carolina Department of Transportation Medical Card or a North Carolina Division of Motor Vehicles Medical Waiver from a licensed health care provider allowing the employee to drive a school bus in NC; and
2. Make a good faith effort to register for and attend the first available bus certification class offered.

Continued employment is contingent upon the employee completing all requirements and obtaining a CDL with P&S Endorsement (School Bus Certification) within 180 days of the effective date of this policy.

B. New Employees

Prior to their first date of employment with Wayne County Schools, all individuals hired as instructional assistants (Excluding Exceptional Children Teacher Assistants), school nutrition workers, or custodians, whether a new hire or a re-hire for an annual position, shall:

1. Sign a bus driver agreement;
2. Obtain a CDL Permit with P&S Endorsements (School Bus Certification) and schedule a driving test according to their individual permit status in coordination with the Division of Motor Vehicles (DMV).
3. Obtain a North Carolina Department of Transportation Medical Card or a North Carolina Division of Motor Vehicles Medical Waiver form a licensed health care provider allowing the employee to drive a school bus in NC.

Beginning January 1, 2025 the exclusion to drive a bus for non-EC Teacher Assistants will be at the Superintendent's discretion.

Employment as an instructional assistant, school nutrition worker, or custodian is contingent upon the employee completing all requirements and obtaining the appropriate license and certification within 180 days of their first date of employment.

C. Assignment as a School Bus Driver

All employees subject to this policy must be available and willing to drive a regular bus route as needed and as directed by their school principal.

Any instructional assistant, school nutrition program worker, or custodian subject to this policy who is not currently assigned a regular bus route will be expected to drive a school bus when a substitute school bus driver is needed. Failure to drive a school bus may result in loss of employment.

Additionally, all employees subject to this policy who are not assigned a regular bus route or serving as a substitute school bus driver may be required to serve as a bus monitor.

D. Exemptions

Employees subject to this policy may qualify for an exemption from this policy. Employees who are exempt from this policy may be required to serve as a school bus monitor or perform other duties upon school administration's request.

1. Generally

Employees who do not meet the medical certification requirements for and are not approved for a Medical Waiver to obtain a CDL with P&S Endorsements (School Bus Certification) from the Division of Motor Vehicles must promptly provide a copy of the Department of Transportation medical examination report completed by a licensed health care provider to the Human Resources

Department and will be exempt from the duty to drive a school bus for the duration of the disabling medical condition.

2. Temporary Local Medical Exemption

A Temporary Local Medical Exemption for employees with a current CDL with P&S Endorsements (School Bus Certification) will be handled at the lowest level possible. These exemptions will be for short durations based on an employee's request supported by a note from a licensed health care provider for a specific amount of time. These exemptions are not permanent and will typically be granted for six (6) months or less.

Temporary Local Medical Exemptions are only available to employees who already hold a valid CDL with P&S Endorsements (School Bus Certification). For example, an employee who is prescribed medication which requires that they not drive while on the medication can be temporarily exempted by the school level Bus Supervisor or Director of Transportation.

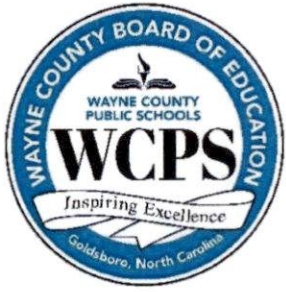
3. Local Long-Term Medical Exemption

If an employee does not receive a Medical Waiver from the Division of Motor Vehicles and is therefore ineligible to obtain a CDL with P&S Endorsements (School Bus Certification), the employee may submit a written request for a Local Long-Term Medical Exemption to the Human Resources Department.

Legal References: G.S. 115C-36, -47, -245, -276

Adopted:

Wayne County Schools



School Bus Driver Agreement

I, _____, understand that as a condition of new or continued employment as a teacher assistant, cafeteria worker, or custodian first hired or re-employed after January 1, 2025, or a bus monitor hired, on, or after, [DATE], I am required to hold or obtain and to maintain a valid North Carolina Commercial Driver's License ("CDL") with P & S Endorsements (with school bus driver certification) to operate a school bus on a regular or substitute basis, as needed.

Subject to the medical exemption provided in Policy 7401, Duty to Drive a School Bus and Exemption, I acknowledge that the duties set forth in Policy 7401 are considered essential function of this position and my inability or unwillingness to drive a school bus may result in loss of employment with Wayne County Schools.

Employee's Signature _____

Date _____