

POSITION DESCRIPTION

Whiteriver Unified School District

TITLE: Custodian/Bus Driver

CONTRACT TERMS: 12-month

SALARY CLASSIFICATION: Classified Support Schedule

GENERAL STATEMENT OF RESPONSIBILITIES:

To maintain clean facilities for students and staff which will enhance a positive learning environment. To provide transportation services for students; to enhance the physical environment of students through individualized focus on safety and understanding.

PRINCIPAL DUTIES:

- Cleans all as assigned;
- Sweeps, dusts, vacuums, scrubs, waxes, and polishes floors;
- Washes windows, walls, woodwork and equipment;
- Empties trash receptacles;
- Obeys all traffic laws, observe all mandatory safety regulation for school buses;
- Enforces all bus regulations for school buses;
- Inspects bus twice daily before each operation for mechanical defects;
- Notifies proper authority immediately in case of mechanical failure or tardiness;
- Transport and discharges authorized students and only at authorized bus stops;
- Reports all accidents and completes required reports;
- Participates in student safety training;
- Reports undisciplined behavior to appropriate staff;
- Assures that students follow safety rules when boarding and disembarking bus;
- Collects students personal items left in the bus; returns to appropriate staff member(s);
- Drives only on assigned bus routes insuring timely pickup and discharge of students;
- Prepares reports as required;
- Keeps assigned bus clean;
- Performs other tasks as related

QUALIFICATIONS

ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE:

- High school diploma or equivalent;
- Valid Arizona IVP Level One Fingerprint Card
- Demonstrate handling of toxic and hazardous chemicals;
- Prior driving experience desirable;
- Valid Arizona Commercial Driver's License:
- Ability to pass annual physical;
- Ability to pass drug test;
- Successful completion of first aid training;
- Successful completion of road test.

PHYSICAL REQUIREMENTS:

- Able to lift and carry up to 75 lbs; extensive walking, standing, and bending;
- May be required to assist students with restricted mobility.

COMMITMENT & DEPENDABILITY:

- Willingness to be an integral member or a successful team;
- Dedication to provide the highest level of service;
- Adherence to policies and procedures.

PERFORMANCE EXPECTATIONS

TIME MANAGEMENT: Routine work with little advance planning.

STRESS MANAGEMENT: Increased stress with time deadlines or extreme environmental conditions.

PUBLIC CONTACT: Interacts primarily with students and other employees.

RESPONSIBILITY: Must use own initiative and judgment: responsible for valuable equipment.

EVALUATION PROCEDURES: In accordance with provisions specified in governing board policy.

SUPERVISION RECEIVED: Facilities Foreman and Director of Transportation.

SUPERVISION GIVEN: None