

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Bus Driver/Custodian/Groundskeeper

**DEPARTMENT/DIVISION:** Transportation/Grounds and Operations

**POSITION SUMMARY:** Under general supervision of the Director of Transportation, Director of Building Maintenance and/or Site and Departmental Administrator to perform bus driving duties, grounds keeping and custodial work in the cleaning and maintenance of school buildings, equipment and facilities.

### **ESSENTIAL FUNCTIONS:**

1. Drives a bus over designated routes in accordance with time schedules.
2. Picks up and discharges school children.
3. Escorts children across streets, stopping traffic when necessary.
4. Transports students and teachers on field trips to various locations, sometimes choosing the best route and making departure and arrival times as scheduled.
5. Performs a complete daily safety check and fills vehicles and equipment with fuel.
6. Assists in maintaining bus in safe operating condition and advises on repairs needed.
7. Cleans windshields, headlights and may occasionally wash buses, operate mobile radio equipment on buses.
8. Maintains good order among students on buses following District policies regarding the disciplining of children. Assists Director of Transportation in contacts with principals and/or parents regarding disciplinary problems.
9. Drives other equipment such as cars, vans, forklift, equipment and lawnmowers.
10. Maintains a variety of records as required, including the daily bus report and work orders.
11. Updates route sheets to include accurate directions and other pertinent instructions.
12. When necessary to fulfill contracted hourly assignment, drivers may be directed to dispatch (operate two-way radio and phones), when necessary operate computer system, assist with related clerical paperwork, greet and screen visitors, distribute keys and related materials, wash district vehicles, deliver mail and packages.
13. Delivers, loads and unloads, moves and rearranges furniture and equipment.
14. Performs cleaning tasks in restrooms, classrooms, offices and outside areas, such as sweeping, scrubbing, waxing, dusting, disinfecting, vacuuming and shampooing; empties waste containers
15. Performs minor plumbing, water supply lines, sprinkler supply lines and electrical repairs.
16. Performs minor repair of furniture, cabinets, carpet and other equipment.
17. Removes graffiti from various surfaces such as wood, metal, glass, plaster, stucco, wallboard, brick and cement.
18. Operates, cleans, services, repairs and maintains scrubbers, vacuum cleaners, carpet extractors and auxiliary mechanical equipment on vehicles and other related equipment and tools.
19. Performs general grounds maintenance work including trimming, pruning, edging and using hand or power tools.
20. Rake, sweep or pick up litter, leaves or trash from buildings, walkways and surrounding grounds and parking lots.
21. Lifts and stores supplies
22. Reports safety, sanitation and fire hazards and removes objects hazardous to persons and property.
23. Follows proper procedures when handling blood and body fluids as per Blood Borne Pathogens policy.
24. May supervise student workers
25. Maintains regular and prompt attendance in the workplace and keeps daily attendance records.
26. Irrigates, maintains and improves landscape areas including mowing lawns using hand mower or power mower.
27. Maintains athletic equipment, playgrounds and fields.
28. Sprays fertilizer and herbicides.

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29. Prepares and treats soil for planting.
30. Cleans and lubricates equipment.
31. May be assigned Transportation, Custodial or Grounds duties as needed.
32. Performs other related duties as required.

**EDUCATION AND EXPERIENCE:** The ability to carry out oral and written directions read and writes at a level sufficient to fulfill the duties to be performed for the position described. Must complete and pass a 40 hour school bus training course; pass a drug test, pass the commercial driver's license test, which includes knowledge of passenger management and brakes. It is preferred each candidate have entry level experience in the custodial field and two years driving experience, which includes bus or truck operation. Ability to meet the requirements of the State Department of Motor Vehicles and Highway Patrol, possess or obtain a valid Class B Commercial License, California School Bus Driver's License and be insurable. High School diploma preferred.

**SKILLS AND QUALIFICATIONS:**

1. Knowledge of safe, defensive and efficient driving practices and techniques.
2. Knowledge of all laws, rules and regulations pertaining to the transportation of students including provisions of the California Motor Vehicle Highway Patrol Passenger Transportation Safety Handbook (HPH 82.7) and all revisions thereof.
3. Knowledge of Education Code applicable to the operation of vehicles transporting school students; methods, practices and procedures used in required first aid and emergency conditions.
4. Knowledge of the geography of the District.
5. Ability to read and develop a variety of routes, schedules and maps.
6. Ability to plan for, carryout and complete extra curricular trips including athletic trips.
7. Knowledge of and ability to demonstrate effective methods of student supervision and discipline.
8. Knowledge of operation, methods and practices followed in the use, maintenance and repair of tools, machinery and equipment.
9. Knowledge of plumbing and hardware techniques.
10. Knowledge of safe work practices.
11. Ability to estimate the scope of each work assignment and secure the necessary tools and materials to complete assignments.
12. Ability to diagnose equipment operating problems and execute required repairs.
13. Ability to use precision measuring equipment.
14. Ability to develop and maintain cooperative working relations with those contacted in the course of work.
15. Ability to keep accurate records of work preformed.
16. Ability to work without immediate supervision in the field.
17. Must pass required physical examination and drug test.
18. Ability to operate mechanical and power-driven equipment.
19. Knowledge of plant diseases and insects and control methods.
20. Knowledge of approved methods of planting and caring for landscaping.

**PHYSICAL REQUIREMENTS:** Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand, walk, bend, squat, stoop and/or climb for extended periods of time.
3. Right and left foot movements such as operating foot controls for extended periods of time.
4. Reach above shoulder level for extended periods of time.
5. Push/pull up to 50 lbs. for extended periods of time
6. Push/pull up to 100 lbs. for short periods of time.
7. Lift and carry up to 75 lbs. at waist height for short periods of time.
8. Repetitive foot and/or hand/arm movements (grasp/pinch, etc.) for extended periods of time.
9. Speak so that others may understand at normal levels and on the telephone.
10. Hear and understand at normal levels and on the telephone with or without hearing aids.

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**WORK ENVIRONMENT:** Employees in this position will be required to work indoors and outdoors under various weather and temperatures during the course of the required schedule. Employees will also be required to work on uneven ground. Employees will be exposed to noise, dust, fumes, pollen, gases and smoke levels depending on assignment being performed. Must wear closed toe shoes and meet uniform requirement. As required, must wear protective devices such as gloves, earplugs, coveralls, safety boots, safety glasses and dust mask. Employees will be exposed to vibrations.

**SALARY: Range 36**

**ADOPTED: 12/12/06**

**TUSD Board Approved 12/12/06**