

**KIT CARSON UNION ELEMENTARY SCHOOL DISTRICT**  
**BUS DRIVER/MAINTENANCE & REPAIR/CUSTODIAN/GROUNDSKEEPER**

**DEFINITION:**

Under the general and direct supervision of the Director of Facilities, Operations and Transportation, carries out duties related to transportation, maintenance and repair, custodial work, and groundskeeping for the District. Perform a variety of skilled work related to the job as necessary or required.

**TRANSPORTATION FUNCTIONS:**

- Responsible for timely and safe transportation of District school children on scheduled school days to and from designated routes in accordance with time schedules, loading and unloading students. Assists disabled students as required. Escorts students across streets and roadways in accordance with the laws when necessary. Transports students and staff on field trips to various locations making departure and arrival times as scheduled.
- Inspects bus prior to operation for safety purposes, promptly reporting all defects immediately, performs any required cleanliness of windows and interior of bus on a daily basis; washes bus exterior, sweeps bus interior, and fuel and oil bus as necessary. Record and submit timely and accurate reports on driving time, mileage, pupil count and safety inspections.
- Maintains required records, file accident reports, maintain records of all trips and reports (Prepare Daily Logs)
- Learns designated bus routes, bus stops and district traffic hazards
- Enforces appropriate behavior standards and District policy and procedures among students on bus and at bus stops
- Provides emergency first aid as required or emergency assistance
- Operates a two-way radio, knowledge of radio codes and proper usage

**CUSTODIAN FUNCTIONS:**

- Moves or rearranges furniture and other equipment; sets up rooms for school events
- Sweeps, scrubs, waxes, and polishes tile and wood floors in school rooms/buildings
- Vacuums rugs and carpets in school rooms/buildings
- Cleans and dusts walls, furniture, woodwork, and other surfaces in school rooms/buildings
- Polishes metal surfaces where needed
- Cleans and disinfects restrooms
- Washes windows, glass doors, doors, door knobs, and drinking fountains
- Empties and cleans trash containers
- Pressure washes busses, other equipment and exterior surfaces
- Be responsible for securing schools grounds, locking gates, and setting alarm system
- Operates, inspects, diagnosis, installs, repairs and maintains a wide variety of machinery, tools, equipment, systems and machinery related to job duties

**MAINTENANCE FUNCTIONS:**

- Checks fire extinguishers and fire safety equipment
- Performs minor building and equipment maintenance as necessary
- Operates, inspects, diagnosis, installs, repairs and maintains a wide variety of machinery, tools, equipment, systems and machinery related to job duties
- Maintains and services grounds equipment as needed
- Performs general carpentry work in the alteration, repair, and maintenance of buildings, partitions, cabinets, floors, roofs, doors, windows, screens, wood fixtures and furniture
- Cleans, sands, seals and prepares interior and exterior walls and surfaces to be painted
- Paints walls, ceilings and trims using rolls, brush or spray as required
- Installs and makes routine repairs to or replace building wiring, switches, outlets, fixtures, appliances, clocks and motors in a variety of electrical appliances
- Makes emergency repairs and adjustments to plumbing equipment and apparatus involving replacement of broken pipe, cleaning clogged drains, replacing washers and gaskets, faucets, floats and valves
- Repairs equipment or steel furniture and fixtures
- Performs preventive maintenance on heating, ventilation and air conditioning systems
- Makes minor repairs on locks and motors
- Keeps tools in proper location, condition and repair
- Lays floor and wall tiles and install carpets
- Makes minor repairs to roofs
- Performs tasks involving fabrication using metal, wood, or other materials
- Keep school playground equipment in safe working order

**GROUNDS FUNCTIONS:**

- Performs general landscaping work, including mowing lawns and trimmings hedges and trees
- Plants, cultivates, waters and sprays ornamental plants, shrubs, trees, hedges and flowers
- Fertilizes, waters, and cares for lawns and landscape areas (flower beds)
- Maintains and services grounds equipment as needed
- Assists in the preparation of the school grounds for athletic and other events including the layout and lining of the fields

**OVERALL FUNCTIONS:**

- Reports incidents which affect the safety of students (on grounds, on busses, etc.)
- Provides emergency first aid as required or emergency assistance
- Operates a two-way radio, knowledge of radio codes and proper usage
- Operates mid-size to heavy equipment, e.g. backhoe, trenchers, trucks, tractors, lawn mowers, forklift, etc.
- Maintains and services grounds equipment as needed
- Mixes, pours and finishes concrete used in laying floors, platforms when necessary

- Follow District policies regarding student control and contact with parents and the public
- Maintain a professional image by supporting good public relations with special regard for appearance and conduct with the motoring community, public, staff, parents and students
- Operates, inspects, diagnosis, installs, repairs and maintains a wide variety of machinery, tools, equipment, systems and machinery related to job duties
- Orders and/or reports inventory needs for materials kept in stock
- Wears appropriate safety gear related to job tasks as required or necessary
- Demonstrates ability to work independently
- Performs other duties as assigned

**NECESSARY EMPLOYMENT STANDARDS:**

- Possession of a valid appropriate California Driver's License of the type required to operate a school bus and transport up to 84 students in a school bus
- Knowledge of the provisions of applicable state and federal laws, California Motor Vehicle Code, the Education Code, and District policies and regulations applicable to the operation of vehicles in transporting school children, and safe driving practices in general.
- Knowledge of the laws and provisions of California Motor Vehicle code and Title 13 applicable to the operation of vehicles in the transportation of district students
- Knowledge of District transportation policies and regulations
- Ability to see and read, with or without vision aides, to hear and understand speech at normal levels, and to communicate so others will clearly understand normal conversation
- Ability to convey detailed spoken instructions accurately, loudly and quickly
- Knowledge of cleaning materials, methods and equipment related to job duties
- Knowledge of first aid practices
- Knowledge of safe work practices
- Understanding of different ethnicities, cultures, behavioral/physical disabilities
- Ability to follow oral and written instructions
- Skill in working with the staff, public and school community
- Professional demeanor that establishes a desirable example for students

**EDUCATION AND EXPERIENCE:**

- Any combination of education and experience that could likely provide the knowledge, skills, and abilities required for the job
- Ability to participate and successfully complete required trainings
- Completion of the twelfth grade or equivalent
- Completion of a school bus driving program. One year experience as a bus driver is preferred. One year of responsible experience in one or more of the building trades, preferred.
- Experience and knowledge in custodial, maintenance, repair and groundskeeping preferred.

**LICENSES/CERTIFICATES:**

- California Commercial Driver License, Class A or B with a PS passenger endorsement, or the equivalent which allows operation of the school buses that the district owns and uses or might own or use in the future.
- California Special Driver Certificate(School Bus)
- Current Medical Examiner’s Certificate
- Current First Aid Certification
- Compliance with drug testing requirements
- Appropriate equipment operation certificates as needed (i.e., Forklift certification, etc.)

I have read and understand Bus Driver, Maintenance, Repair, Custodian and Groundskeeper job description.

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Signature

\_\_\_\_\_  
Date