

BUS MONITOR/CUSTODIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for overseeing the loading and unloading of student passengers, and for attending to their needs, comfort, and conduct while in transit, including special and handicapped students where so assigned. Direct supervision is exercised over student passengers as required. This work also involves the performance of routine building cleaning and minor maintenance tasks when not performing bus monitoring duties. Cleaning tasks are performed according to well established procedures and maintenance tasks are performed under direct supervision or according to specific instructions. Supervision is received from a Custodian or other superior. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assists students in climbing aboard and alighting from a school bus; Maintains order on a school bus while in transit; Delivers students from school bus to school buildings; Assists students and driver as needed; May attend to the needs and safety of handicapped and special students on the bus; Sweeps and mops floors and stairs; Dusts desks, woodwork, furniture and other equipment; Washes windows, walls, blackboards, sinks and other fixtures; Polishes furniture and metal furnishings; Empties waste baskets, collects and disposes of rubbish; Clears snow and ice from walks; May mow lawns, trim shrubs, rake leaves and perform a variety of other groundskeeping tasks as assigned; Assists in the operation of an oil, gas, or coal fired low-pressure heating system including firing and removing ashes; Delivers packages and messages; Places and removes traffic safety signs; Arranges chairs and tables and other equipment for special use of school building; Repairs window shades, replaces light bulbs, soap and towels; Paints rooms and equipment and assists in making minor plumbing, carpentry, and electrical repairs.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the various bus routes in the district and the stopping places for students; Working knowledge of building cleaning practices, supplies and equipment; Ability to understand and carry out simple oral and written directions; Ability to deal effectively with students and command their respect; Dependability; Common sense; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None.

Adopted 12/27/79