

## JOB DESCRIPTION

**Title:** BUS WASHER

**Reports to:** Assistant Principal for Transportation Services

**Job Objectives:** To perform duties related to cleaning the interior and exterior of all vehicles in the Troy Community Consolidated School District 30C fleet.

**Minimum Qualifications:**

- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Valid Commercial Drivers License (CDL) with a school bus endorsement.
- Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.
- Satisfactory pre-employment and ongoing random drug tests results.
- Demonstrates maturity and the ability to work with others.

**Responsibilities and Essential Functions:**

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Perform duties of the moving of buses which requires a valid bus CDL and washing of school buses as needed both inside and out for six (6) hours of the day assigned.
- A minimum of four (4) buses shall be cleaned in the six-hour time frame. The cleaning will be performed according to direction and involve both the inside and outside of each vehicle.
- All supplies and equipment will be provided by the garage mechanics.
- Operates the assigned vehicle according to all motor vehicle laws. Keeps the transportation supervisor informed about emerging issues.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.
- Practices defensive driving techniques.
- Immediately corrects or reports unsafe conditions and/or defective equipment.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Uses proper protocol when operating bus communication equipment.
- Reports equipment malfunctions in writing.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others.

- Performs other specific job-related duties as directed.

**Abilities Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills in the English language.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.

**Working Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties will require substantial, continual bending, crouching, kneeling, reaching, and standing.
- Duties will require substantial, continual lifting, carrying, and moving work-related supplies/equipment.
- Duties will require operating and/or riding in a school bus.
- Duties will require operating power-driven equipment.
- Duties will require wearing protective clothing and using safety equipment.
- Duties will require working under time constraints to meet deadlines.
- There is a potential for exposure to adverse weather conditions and temperature extremes.
- There is a potential for exposure to airborne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.

**Job Start Date and Hours:**

Start Date: Monday, June 15, 2009

Hours: 6:30 am - 12:30 pm; Monday - Friday

**Performance Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Troy Community Consolidated School District 30C Board of Education.

The Troy Community Consolidated School District 30C Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.