TEMPORARY VAN DRIVER / CUSTODIAN JOB DESCRIPTION

POSITION TYPE: Temporary / Classified / Hourly

POSITION GOAL / JOB SUMMARY: Vallecitos School District seeks a dependable and motivated individual to serve as a Temporary Van Driver / Custodian. This position involves safely transporting preschool students from Vallecitos to a neighboring district and performing custodial duties when not driving.

PERFORMANCE RESPONSIBILITIES: Duties of this position include but are not limited to-

Van Driver Duties-

- Safely operate a district van to transport preschool students to a neighboring district.
- Adhere to all traffic laws, safety regulations, and district policies regarding student transportation.
- Perform daily pre-trip and post-trip inspections of the district van to ensure its safe operation.
- Maintain accurate transportation logs and reports as required.
- Communicate effectively with school staff, parents, and supervisors regarding schedules and any transportation issues.

Custodial Duties-

- Perform cleaning tasks, including sweeping, mopping, dusting, and sanitizing restrooms, classrooms, and common areas.
- Empty trash and recycling receptacles and ensure proper waste disposal.
- Restock supplies such as soap, paper towels, and toilet paper in restrooms and other areas.
- Set up or take down equipment and furniture for school events, as needed.
- Conduct light maintenance tasks such as changing light bulbs and cleaning windows.
- Monitor the security of school facilities by locking/unlocking doors and reporting safety concerns.

KNOWLEDGE AND ABILITIES:

- Ability to operate a vehicle safely and responsibly.
- Knowledge of basic custodial practices, tools, and safety procedures.
- Strong time management skills to balance driving and custodial responsibilities effectively.
- Ability to work independently and collaboratively with school staff.

- Excellent communication skills and the ability to interact with young children and their families.

LICENSE(S), CERTIFICATION(S), AND OTHER REQUIREMENTS :

- High School Diploma or Equivalent
- Valid California Driver's License

PHYSICAL REQUIREMENTS:

Driving:

- Ability to sit for extended periods while operating a vehicle.
- Sufficient hand-eye coordination to operate the van safely.
- Ability to turn, bend, and twist the upper body to check blind spots and monitor passengers.

Custodial Work:

- Ability to lift, carry, push, or pull objects weighing up to 50 pounds.
- Frequent bending, stooping, and kneeling to clean or perform maintenance tasks.
- Ability to climb ladders or step stools for tasks such as changing light bulbs or cleaning windows.
- Standing and walking for extended periods while performing cleaning duties.
- Ability to use cleaning equipment, such as mops, brooms, vacuum cleaners, and other tools, with repetitive arm and hand movements.

HAZARDS:

Transportation Hazards

- **Traffic Risks**: Exposure to accidents or collisions while driving in traffic.
- **Adverse Weather Conditions**: Driving in rain, fog, or other inclement weather can reduce visibility and road traction.
- **Student Behavior**: Managing distractions caused by students during transportation.
- **Mechanical Issues**: Potential vehicle breakdowns or malfunctions while driving.

Custodial Hazards

- **Chemical Exposure**: Handling cleaning agents, which may cause skin irritation, respiratory issues, or allergic reactions if not used properly.
- **Slips, Trips, and Falls**: Risk of slipping on wet floors or tripping over obstacles while cleaning.
- **Heavy Lifting**: Strain or injury from lifting or moving heavy furniture or equipment.
- **Repetitive Motion**: Physical fatigue or injury from repetitive movements such as mopping, scrubbing, or sweeping.
- **Ladder Safety**: Risk of falls while climbing ladders or step stools to perform high-reaching tasks like cleaning windows or changing light bulbs.

General Hazards

- **Exposure to Illness**: Interaction with students and staff increases the risk of exposure to illnesses or infections.
- **Environmental Conditions**: Exposure to extreme temperatures, rain, or wind during outdoor tasks or transportation duties.
- **Security Risks**: Working alone in the building during off-hours may pose a personal safety risk.

Work Year: 12 months at 0.5 FTE / Projected End Date is June 6, 2025
Salary Schedule: Hourly Classified Salary Schedule Plan 009 / Grade 52/3
Supervisor: Principal and Superintendent
Board Approved: January 14, 2025