



Longview Independent School District

JOB DESCRIPTION BUS WASHER

JOB TITLE:	Bus Washer	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Supervisor of Routes and Schedules	TERMS:	187 Days
DEPARTMENT:	Transportation	PAY GRADE:	Manual Trades 1

PRIMARY PURPOSE:

Support Transportation Department needs including, but not limited to, fueling service, exterior cleaning of vehicle, jump-starts and cold starts of vehicles, preventive maintenance and minor repairs.

QUALIFICATIONS:

Minimum Education/Certification:

High school diploma, completion of G.E.D., or equivalent

Special Knowledge/Skills and Abilities:

- Oral and written communication skills
- English language skills
- Ability to promote and follow Board of Education policies, superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

Experience:

No experience required, however, operating knowledge of and experience with vehicle maintenance preferred.



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MAJOR RESPONSIBILITIES AND DUTIES:

1. Perform exterior cleaning of vehicles; report any concerns with shop supervisor
2. Perform daily fueling of vehicles; communicate and maintain fuel record keeping of district vehicles
3. Create safe work environment by monitoring shop areas, fuel island, examining tools and equipment; consistently clean all areas listed, cleaning table, scrubbing floors, cleaning drains and throwing away or recycling materials (e.g., scrap metal)
4. Perform jump-starts, cold starts of vehicles
5. Perform under hood services including fluid checks and refills; monitor and maintain fluid levels, fluid area inventory and notify shop supervisor of need for replenishment
6. Assist with parts counter as needed; check out parts according to procedures; pick up parts at local vendors and assist with annual parts inventory
7. Assist mechanics with required annual inspections
8. Occasionally drive Non-CDL vehicle to pick up and/or deliver student(s) to school or home
7. Comply with district policies, as well as state and federal laws and regulations
8. Adhere to the district's safety policies and procedures
9. Maintain confidentiality in the conduct of district business
10. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
11. Demonstrate regular and prompt attendance
12. Other duties as assigned



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SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

School bus, safety equipment (flares, reflective signs), fire extinguisher

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Work is performed on and around a school bus, and requires sufficient physical strength, agility, and dexterity to perform all essential tasks, including moderate lifting and carrying, moderate pulling and pushing, reaching in front of body and stretching overhead. Duties also require repetitive hand motions, frequent standing, walking, sitting, bending, squatting, stooping, and climbing. Work also requires acuity and physical dexterity in the frequent use of hand-eye coordination and manipulative skills using fingers, limbs and body in operating special equipment and assisting special education students. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. District and state travel may or may not be required; frequent prolonged and irregular hours possible.

Employee is exposed to potential road hazards, including accidents, fumes from exhausts, loud noises, and adverse weather conditions. Employee is also exposed to potential physical hazards when operating wheelchair lift and other special equipment, and when assisting students on and off the bus. Work may expose employee to potential biological hazards from student body fluids and possible biological exposure to bacteria and communicable diseases. Work requires compliance with safety procedures and may require the use of safety clothing and equipment.



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EVALUATION:

Auxiliary Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: March, 2020