

CUSTODIAN (FLEET)

Division: 3 (Transportation)

Reports to: Transportation Supervisor

Job Summary

With regular direction by a Crew Chief, a Fleet Custodian performs cleaning duties, repairs interior of vehicles, operates a school bus and supervises passengers. He/she works cooperatively with other employees, students, parents and the public.

Duties and Responsibilities

- Prepares cleaning solutions.
- Cleans and sanitizes interior of vehicles.
- Maintains and repairs items such as upholstery, flooring, windows *and seat frames*.
- Checks and tightens seat bolts.
- Performs duties as outlined for a Bus Driver.

Tools and Equipment Used

Vulcanizing kit, power tools, school bus, wheel chair lifts and restraint systems, tire chains, hand tools, power wash and other cleaning equipment.

Required Knowledge, Ability, Skills

- Completion of Grade 10 or equivalent.
- Six months' experience working with children.
- A valid B.C. Class 2 driver's licence with air endorsement.
- A valid Safety Oriented First Aid certificate.
- Knowledge of health and safety procedures, including Workplace Hazardous Materials Information System and Workers' Compensation Board regulations.
- Knowledge of materials, methods and equipment used in custodial work.
- Good health and strength sufficient to perform the required manual tasks.
- Ability to work in confined areas.
- Up-to-date knowledge of traffic and safety regulations.
- Ability to operate a two-way radio.
- Ability to use courtesy and tact in settling complaints, requests, and clarification of information in contacts with public, parents, staff and students.
- Ability to perform individually and as part of a team.
- Ability to effectively communicate both verbally and in writing.
- Ability to work with constant interruptions.

Originated: November 17, 1998

Revised: March 28, 2014

Fleet Custodian

1 of 1