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Class Specifications for the Class:BUS DRIVER-SCHOOL CUSTODIAN IDuties Summary:

Operates and maintains a passenger bus for transporting school children; performs routine manual work in cleaning and maintaining school buildings and the surrounding campus area; performs heavy lifting and simple building maintenance and repair work; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by the driving of a passenger bus for the purpose of transporting school children in addition to the performance of typical custodial duties in cleaning school buildings and the surrounding campus area and the performance of heavy manual and minor repair tasks.

Examples of Duties:

Drives a school bus; picks up and drops off children on an assigned route or excursion trip; keeps bus supplied with gasoline, oil, water and air; makes minor and emergency repairs to the bus as required; may instruct others in the operation and maintenance of a school bus or in the performance of routine manual tasks.

Sweeps and mops floors, hallways, stairways and classrooms; wipes, dusts and polishes furniture and metal work; cleans woodwork, walls, venetian blinds, electrical fixtures and windows and other places which are not easily accessible; mops, cleans, disinfects and services lavatories and restrooms; cleans water fountains and wash basins; waters, rakes, weeds and spreads top soil on lawns; mows areas not accessible to gang power mowers; picks up rubbish, leaves and other refuse; assists in trimming and pruning hedges, trees and shrubbery; assists in planting and fertilizing shrubbery, grass and flowers; assists in propagating and transplanting young plants and shoots; moves and transports heavy objects such as office and classroom furniture, benches, platforms and refuse disposal barrels; loads, unloads and distributes school and janitorial supplies and equipment; replaces toilet floats, faucets, fluorescent and standard light bulbs and fuses; makes simple repairs to doors, windows, jalousies, stairways, venetian blinds, chairs, sprinkler systems and other school facilities and equipment; operates heavy-duty industrial cleaning equipment such as vacuum cleaners, scrubbing machines and floor polishers; removes spots and stains from carpets and may operate a shampoo machine to clean carpets; and may be in charge

of janitorial supplies and equipment for the school and assists in taking inventories of such supplies and equipment.

Knowledge and Abilities Required:

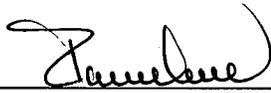
Knowledge of: Methods of operating a passenger bus; general maintenance practices pertaining to the operation of a bus; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways; cleaning methods, materials and equipment; basic grounds maintenance practices; use of common hand tools.

Ability to: Operate a school bus skillfully and safely; deal pleasantly and effectively with children; make minor and emergency repairs to a passenger bus; understand traffic laws and regulations; apply cleaning methods safely and effectively; understand and follow simple oral and written instructions; perform groundskeeping tasks; perform heavy lifting and moving; operate heavy-industrial type cleaning equipment; make simple maintenance repairs to the building and equipment therein; get along well with children and youth.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class BUS DRIVER-SCHOOL CUSTODIAN I by the Department of Education Civil Service system.

DATE APPROVED: JAN 18 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
Assistant Superintendent
Office of Human Resources

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Class Specifications for the Class:

BUS DRIVER-SCHOOL CUSTODIAN II

Duties Summary:

Operates and maintains a passenger bus for transporting school children; supervises and participates in the performance of routine manual work in cleaning and maintaining school buildings and the surrounding campus area, the performance of heavy lifting and simple building maintenance and repair work; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by the driving of a passenger bus for the purpose of transporting school children, the supervision of and participation in typical custodial duties in cleaning school buildings and the surrounding campus area, and the performance of heavy manual and minor repair tasks.

Examples of Duties:

Drives a school bus; picks up and drops off children on an assigned route or excursion trip; keeps bus supplied with gasoline, oil, water and air; makes minor and emergency repairs to the bus as required; may instruct others in the operation and maintenance of a school bus or in the performance of routine manual tasks.

Supervises subordinate school custodians in providing custodial services for a school; assigns, lays out, inspects and supervises the work of subordinates to insure that buildings and outside grounds areas are kept in a clean and orderly condition; personally performs the more difficult maintenance work to plumbing and electrical fixtures and to woodwork; supervises custodial staff in preparing for special school functions; has charge of cleaning and maintenance of special school equipment such as swimming pools, auditoriums and loud speaker systems; supervises the propagation and cultivation of flowers, plants and lawns; requisitions, receives, stores and is responsible for janitorial supplies and equipment for the school assigned and takes periodic inventories of such supplies and equipment; maintains records of supplies dispensed and of equipment issued; makes reports on work accomplished and of unusual happenings or accidents; keeps daily time sheets; has security responsibility for the school; turns "night lights" on and off at proper hours; may supervise student help when assigned; may operate power equipment such as lawn mowers; may perform the typical duties of lower level custodians if necessary.

Sweeps and mops floors, hallways, stairways and classrooms; wipes, dusts and polishes furniture and metal work; cleans woodwork, walls, venetian blinds, electrical fixtures and windows and other places which are not easily accessible; mops, cleans, disinfects and services lavatories and restrooms; cleans water fountains and wash basins; waters, rakes, weeds and spreads top soil on lawns; mows areas not accessible to gang power mowers; picks up rubbish, leaves and other refuse; assists in trimming and pruning hedges, trees and shrubbery; assists in planting and fertilizing shrubbery, grass and flowers; assists in propagating and transplanting young plants and shoots; moves and transports heavy objects such as office and classroom furniture, benches, platforms and refuse disposal barrels; loads, unloads and distributes school and janitorial supplies and equipment; replaces toilet floats, faucets, fluorescent and standard light bulbs and fuses; makes simple repairs to doors, windows, jalousies, stairways, venetian blinds, chairs, sprinkler systems and other school facilities and equipment; operates heavy-duty industrial cleaning equipment such as vacuum cleaners, scrubbing machines and floor polishers; removes spots and stains from carpets and may operate a shampoo machine to clean carpets; and may be in charge of janitorial supplies and equipment for the school and assist in taking inventories of such supplies and equipment.

Knowledge and Abilities Required:

Knowledge of: Methods of operating a passenger bus; general maintenance practices pertaining to the operation of a bus; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways; cleaning methods, materials and equipment; types of cleaners for various materials and surfaces; common trade practices and tools; equipment and tools used in grounds maintenance; general practices in the cultivation and care of flowers, plants, shrubs, trees and lawns; principles and practices of supervision.

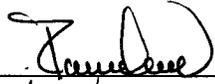
Ability to: Operate a school bus skillfully and safely; deal pleasantly and effectively with children; make minor and emergency repairs to a passenger bus; understand traffic laws and regulations; issue and follow oral and written instructions; plan custodial work and supervise custodians; make minor maintenance repairs to the building and equipment therein; keep records and make simple reports; meet and deal tactfully with other employees, young people and the public; apply cleaning methods safely and effectively.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an

adoption of the class specifications for the Executive Branch Civil Service class BUS DRIVER-SCHOOL CUSTODIAN II by the Department of Education Civil Service system.

DATE APPROVED: JAN 18 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
Assistant Superintendent
Office of Human Resources

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Class Specifications for the Class:BUS DRIVER-SCHOOL CUSTODIAN IIIDuties Summary:

Supervises others in the operation and maintenance of passenger busses for transporting school children; operates and maintains a bus; supervises and participates in the performance of routine manual work in cleaning and maintaining school buildings and the surrounding campus area and the performance of heavy lifting and simple building maintenance and repair work; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by supervision of and participation in the driving of passenger busses for the purpose of transporting school children, by the supervision of and participation in the performance of typical custodial duties in cleaning school buildings and the surrounding campus area, and the performance of heavy manual and minor repair tasks.

Examples of Duties:

Supervises other bus driver-school custodians and/or bus drivers in providing school bus services; prepares work schedules; assigns work; schedules routes; keeps time; checks mileage; examines reports of breakdown to determine trouble; verifies repair bills; responsible for safe operation of all busses; drives a school bus; picks up and drops off children on an assigned route or excursion trip; keeps bus supplied with gasoline, oil, water and air; makes minor and emergency repairs to the bus as required; and may instruct others in the operation and maintenance of a school bus or in the performance of routine manual tasks.

Supervises other bus driver-school custodians and/or school custodians in providing custodial services for a school; assigns, lays out, inspects and supervises the work of subordinates to insure that buildings and outside grounds areas are kept in a clean and orderly condition; personally performs the more difficult maintenance work to plumbing and electrical fixtures and to woodwork; supervises custodial staff in preparing for special school functions; has charge of cleaning and maintenance of special school equipment such as swimming pools, auditoriums and loud speaker systems; supervises the propagation and cultivation of flowers, plants and lawns; requisitions, receives, stores and is responsible for janitorial supplies and equipment for the school assigned and takes periodic inventories of such supplies and equipment; maintains records of supplies

dispensed and of equipment issued; makes reports on work accomplished and of unusual happenings or accidents; keeps daily time sheets; has security responsibility for the school; turns "night lights" on and off at proper hours; may supervise student help when assigned; and may operate power equipment such as lawn mowers.

Sweeps and mops floors, hallways, stairways and classrooms; wipes, dusts and polishes furniture and metal work; cleans woodwork, walls, venetian blinds, electrical fixtures and windows, and other places which are not easily accessible; mops, cleans, disinfects and services lavatories and restrooms; cleans water fountains and wash basins; waters, rakes, weeds and spreads top soil on lawns; mows areas not accessible to gang power mowers; picks up rubbish, leaves and other refuse; assists in trimming and pruning hedges, trees and shrubbery; assists in planting and fertilizing shrubbery, grass and flowers; assists in propagating and transplanting young plants and shoots; moves and transports heavy objects such as office and classroom furniture, benches, platforms and refuse disposal barrels; loads, unloads and distributes school and janitorial supplies and equipment; replaces toilet floats, faucets, fluorescent and standard light bulbs and fuses; makes simple repairs to doors, windows, jalousies, stairways, venetian blinds, chairs, sprinkler systems and other school facilities and equipment; operates heavy-duty industrial cleaning equipment such as vacuum cleaners, scrubbing machines and floor polishers; removes spots and stains from carpets and may operate a shampoo machine to clean carpets; and may be in charge of janitorial supplies and equipment for the school and assist in taking inventories of such supplies and equipment.

Knowledge and Abilities Required:

Knowledge of: Methods of operating a passenger bus; general maintenance practices pertaining to the operation of a bus; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways; cleaning methods, materials and equipment; types of cleaners for various materials and surfaces; common trade practices and tools; equipment and tools used in grounds maintenance; general practices in the cultivation and care of flowers, plants, shrubs, trees and lawns; and principles and practices of supervision.

Ability to: Operate a school bus skillfully and safely; deal pleasantly and effectively with children; make minor and emergency repairs to a passenger bus; understand traffic laws and regulations; issue and follow oral and written instructions; plan bus driving and custodial work and supervise others in bus driving and custodial work; make minor maintenance repairs to the building and equipment therein; keep records and make simple reports; meet and deal tactfully with other employees, young people and the public; apply cleaning methods safely and effectively; understand and follow simple oral and written instructions; perform groundskeeping tasks; perform heavy lifting and moving;

operate heavy industrial-type cleaning equipment; and make simple maintenance repairs to the building and equipment therein.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class BUS DRIVER-SCHOOL CUSTODIAN III by the Department of Education Civil Service system.

DATE APPROVED: JAN 23 2005

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
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Office of Human Resources

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Class Specifications for the Class:

BUS DRIVER-SCHOOL CUSTODIAN IV

Duties Summary:

Supervises others in the operation and maintenance of passenger buses for transporting school children and in the performance of routine manual work in cleaning and maintaining school buildings and the surrounding campus area; may operate and maintain a bus; and performs other related duties as assigned. ✓

Distinguishing Characteristics:

This class is distinguished by supervision of the driving of passenger buses for the purpose of transporting school children and of the performance of typical custodial duties in cleaning school buildings and the surrounding campus area, and the performance of heavy manual and minor repair tasks. ✓

Examples of Duties:

Supervises other bus driver-school custodians and/or bus drivers in providing school bus services; prepares work schedules; assigns work; schedules routes; keeps time; checks mileage; examines reports of breakdown to determine trouble; verifies repair bills; responsible for safe operation of all buses; drives a school bus; picks up and drops off children on an assigned route or excursion trip; keeps bus supplied with gasoline, oil, water and air; makes minor and emergency repairs to the bus as required; may instruct others in the operation and maintenance of a school bus or in the performance of routine manual tasks. ✓

Supervises other bus driver-school custodians and/or school custodians in providing custodial services for a school; assigns, lays out, inspects and supervises the work of subordinates to insure that buildings and outside grounds areas are kept in a clean and orderly condition; may personally perform the more difficult maintenance work to plumbing and electrical fixtures and to woodwork; supervises custodial staff in preparing for special school functions; has charge of cleaning and maintenance of special school equipment such as swimming pools, auditoriums and loud speaker systems; supervises the propagation and cultivation of flowers, plants and lawns; requisitions, receives, stores and is responsible for janitorial supplies and equipment for the school assigned and takes periodic inventories of such supplies and equipment; maintains records of supplies dispensed and of equipment issued; makes reports on work accomplished and of unusual happenings or accidents; keeps daily time sheets; has

security responsibility for the school; turns "night lights" on and off at proper hours; may supervise student help when assigned; may perform the typical duties of lower level custodians if necessary.

Knowledge and Abilities Required:

Knowledge of: Methods of operating a passenger bus; general maintenance practices pertaining to the operation of a bus; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways; cleaning methods, materials and equipment; types of cleaners for various materials and surfaces; common trade practices and tools; equipment and tools used in grounds maintenance; general practices in the cultivation and care of flowers, plants, shrubs, trees and lawns; and principles and practices of supervision.

Ability to: Operate a school bus skillfully and safely; deal pleasantly and effectively with children; make minor and emergency repairs to a passenger bus; understand traffic laws and regulations; issue and follow oral and written instructions; plan bus driving and custodial work and supervise others in bus driving and custodial work; make minor maintenance repairs to the building and equipment therein; keep records and make simple reports; meet and deal tactfully with other employees, young people and the public; apply cleaning methods safely and effectively; understand and follow simple oral and written instructions; perform groundskeeping tasks; perform heavy lifting and moving; operate heavy industrial type cleaning equipment; and make simple maintenance repairs to the building and equipment therein.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class BUS DRIVER-SCHOOL CUSTODIAN IV by the Department of Education Civil Service system.

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Gerald Okamoto
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Office of Human Resources