

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Union

<b>Support Staff SPRINGS COAST ENVIRONMENTAL EDUCATION CENTER</b>
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**Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Ability to work and communicate effectively with staff, pupils, parents and general public
- Knowledge of custodial operations and procedures
- Ability to follow oral and written instructions
- Knowledge of sanitation and safety standards as applicable to a school
- Must possess a valid Class A or B Commercial Driver's License (CDL) with Passenger and School Bus endorsements.
- Medical Examination Report for Commercial Driver Fitness Determination
- Thorough knowledge of bus operation, safety and safety equipment.
- Basic knowledge of first aid procedures

**Desired Qualifications:**

- Ability to perform manual work involving a variety of indoor and outdoor housekeeping tasks.
- Ability to assist instructional personnel

**Performance Responsibilities:**

- Clean restrooms, classrooms and meeting rooms (including dusting, sweeping and mopping)
- Perform other custodial tasks as needed
- Outside of Buildings: (daylight hours only) Pick up trash; make sure all doors and windows are locked daily; sweep sidewalks and clean outside windows and knock down cobwebs as needed.
- Storage and Equipment Rooms: Maintain in a clean, organized and efficient manner
- Resurface floors annually
- Assume responsibilities for having site open and/or closed if needed
- Perform general outdoor upkeep
- Assist teacher working with small groups of students when time allows
- Conduct pre-trip and post-trip inspections of bus according to state guidelines to ensure the safe delivery of students including the inspection of all lift operations, car seats and tie-downs if applicable.
- Follow exact route schedule making stops and picking up students at only at approved locations
- Use all signals and ensure that all traffic is stopped before loading and unloading students
- Instruct students on the proper methods to board and depart from the bus and see that these instructions are carefully observed

- Be aware of the available medical assistance along route (example: hospital, doctor offices, fire stations)
- Operate hydraulic lift when necessary
- Provide emergency assistance as qualified if needed
- Handle all emergency situations in a calm and orderly manner
- Control pupil behavior on the bus
- Responsible for fueling of the bus
- Responsible for interior cleanliness of the bus
- Observe all state, city and local laws and regulations
- Be in charge of the bus and all the passengers
- Attend state training programs, testing programs, first aid courses and other meetings as required
- Prepare detailed route reports, transportation reports, daily head count reports and bus inspection reports when required
- Perform other duties as assigned by the Teacher on Special Assignment for the Springs Coast EEC and/or designee

**Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Director of Federal Programs and/or designee

**Evaluation:**

Annual evaluation done by the Director of Federal Programs and/or designee

**Terms of Employment:**

185 Days  
Partially Grant Funded - SWFWMD

**Salary:**

Salary based upon approved salary schedule - Noninstructional Level G

**Job Code:**

78030

Board Approval: 06/13/17

Revised: 11/14/23