



Job Title:	Bus Cleaner I	Job Category:	Non-Exempt
Department/Group:	Maintenance	Reports To:	Executive Vice President
Location:	West Burlington, IA	Travel Required:	None
Position(s) Supervised:	None	Position Type:	Full-Time
HR Contact:	Caylie Cherry	Date Posted:	Date Posted
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	Posting Expires

Applications Accepted By:

FAX OR EMAIL:

319-753-2916 ext. 126
 ccherry@burlingtontrailways.com
 Subject Line: Bus Cleaner I

MAIL:

Human Resources
 Burlington Trailways
 PO Box 531
 West Burlington, IA 52655

Job Description

SUMMARY

Cleans interiors and exteriors of transportation vehicles such as Motor Coaches, trucks and automobiles. Services Motor Coaches, trucks and automobiles with fuel, lubricants, and accessories. Use such materials as water, cleaning agents, brushes, cloths, and hoses. Keep shop and property/ properties clean and free of debris.

REASONABLE ACCOMMODATIONS STATEMENT

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

- Must be approved to drive company vehicles. (driver's license and insurance company approval)
- Must be approved to do safety sensitive job functions.
- Sweep and mop the motor coach.
- Clean inside windows.
- Empty trash can(s).
- Wipe down restroom walls and toilet.
- Dump and put chemical in toilet.
- Empty trash can in rest room.
- Check all inside lights on motor coach repair as needed.
- Fuel motor coach, check engine oil, power steering oil, coolant, and transmission fluid. Add required amounts of proper oil/ fluid to each.

- Wash exterior of motor coach.
- Clean out baggage compartments, Hotsy if dirty.
- Check all outside lights and repair.
- Check tires and notifies mechanic of any needed repairs or replacement of tires.
- Do paperwork inside the motor coach and at the fuel pump.
- Empty trash nightly in the shop.
- Clean the toilet dump out nightly in the shop.
- Clean company vehicles as instructed.
- Clean rims of spare tires.
- Run errands.
- Clean out floor drains as needed.
- Clean / Hotsy shop when dirty.
- Keep air hoses and electrical cords clean.
- Mow grass / use string trimmer around buildings (2 locations)
- General building/ property maintenance/ janitorial duties
- Clean rooms, hallways, lobbies, lounges, rest rooms, corridors, stairways, locker rooms and other work areas.
- Moves and sets up tables and chairs.
- Must be able to lift 50 lbs. occasionally.
- Must be able to work a split shift and come back as needed.
- FTA Safety Sensitive Functions: operating a revenue service vehicle, including when not in revenue service, and maintaining (including repairs, overhaul, and rebuilding) a revenue service vehicle or equipment used in revenue service

POSITION QUALIFICATIONS

COMPETENCY STATEMENT(S)

- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Self Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.

- Tactful - Ability to show consideration for and maintain good relations with others.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Autonomy - Ability to work independently with minimal supervision.
- Ambition - The drive to achieve personal advancement.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Reliability - The trait of being dependable and trustworthy.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Persistence - Ability to complete tasks or continue in a course of action in spite of opposition or discouragement.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

None

PREFERRED SKILLS

Demonstrates strong work ethic, honesty, integrity and self-motivation.

PHYSICAL DEMANDS

- | | | |
|---------------------------|---|---------------------------------------------------------------------------|
| N (Not Applicable) | • | Activity is not applicable to this position. |
| O (Occasionally) | • | Position requires this activity up to 33% of the time (0 - 2.5+ hrs./day) |



- **F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs./day)
- **C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs./day)

PHYSICAL DEMANDS

		LIFT/CARRY	
Stand	C	10 lbs. or less	F
Walk	C	11-20 lbs.	F
Sit	O	21-50 lbs.	O
Manually Manipulate	F	51-100 lbs.	O
Reach Outward	F	Over 100 lbs.	O
Reach Above Shoulder	F		
Climb	F		

PUSH/PULL

Crawl	O		
Squat or Kneel	F	12 lbs. or less	F
Bend	F	13-25 lbs.	F
Grasp	F	26-40 lbs.	O
Speak	F	41-100 lbs.	O

OTHER PHYSICAL REQUIREMENTS

None

ADDITIONAL NOTES

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

EQUAL EMPLOYMENT OPPORTUNITY

Burlington Trailways is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: veteran status, uniformed servicemember status, race, color, religion, sex, pregnancy (including childbirth, lactation or related medical conditions), age (40 and over), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time