Job Title:	Bus Cleaner	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

Summary

Cleans interiors and exteriors of transportation vehicles such as motorcoaches, trucks, and automobiles. Services motorcoaches, 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

- Sweep and mop the motorcoach.
- Clean inside windows.
- Empty trash can(s).
- Wipe down restroom walls and toilet.
- Dump and put chemical in toilet.
- Check all lights on motorcoach and repair as needed.
- Fuel motorcoach, check engine oil, power steering oil, coolant, and transmission fluid. Add required amounts of proper oil/fluid to each.
- Wash exterior of motorcoach.
- Clean out baggage compartments, hotsy if dirty.
- Check all outside lights and repair.
- Check tires and notify mechanic of any needed repairs or replacement of tires.
- Do paperwork inside the motorcoach and at the fuel pump.
- Empty trash nightly in the shop.
- Clean toilet dump nightly in the shop.
- Clean company vehicles as instructed.
- Clean rims of spare tires.
- Clean out floor drains as needed.
- Clean/ hotsy shop when dirty.
- Keep air hoses and electrical cords clean.
- Ensures each motor coach is stocked with necessary supplies, kits, and other required materials.
- General building/property maintenance/ janitorial duties.
- Must be approved to do safety sensitive job functions. 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.
- Other duties as assigned.

Position Qualifications and Preferred Skills

- High School Diploma/ GED preferred.
- Demonstrates strong work ethic, honesty, integrity, and self- motivation.

- Approval to drive company vehicles. (driver's license and insurance company approval)

Physical Demands

Definitions:

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+ hours/day)
F (frequently)	Position requires this activity from 33%-66% of the time (2.5-5.5+ hours/day)
C (constantly)	Position requires this activity more than 66% of the time (5.5+ hours/day)

• Stand	C	**Lift/Carry**	
• Walk	C	10 lbs. or less	F
• Sit	O	11 – 20 lbs.	F
• Manually Manipulate	F	21 – 50 lbs.	O
• Reach Outward	F	21 – 100 lbs.	O
• Reach Above Shoulder	F	Over 100 lbs.	O
• Climb	F		
• Crawl	O	**Push/Pull**	
• Squat or Kneel	F	12lbs. or less	F
• Bend	F	13 – 25 lbs.	F
• Grasp	F	26 – 40 lbs.	O
• Speak	F	41 – 100 lbs.	O

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 and legally-recognized basis, including, but to 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 coworkers.

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.

Agreed to and understood:

_____ _____

Signature Date