

**Grant County Transportation District**  
**Position Description**  
**Bus Cleaner**  
**Non-exempt**

**GENERAL STATEMENT OF DUTIES**

As a Bus Cleaner/Detailer you will work as a part of a team that takes pride in presenting each passenger with a sparkling clean bus. Every GCTD employee takes pride in presenting our passengers with a safe, spotless, well-maintained, and comfortable experience.

The primary duties of the Cleaners are to perform regularly scheduled cleaning of GCTD vehicles and bus bay area.

Starting and ending times may vary depending on the number of buses each night, but we attempt to be as consistent as possible.

**SUPERVISION RECEIVED**

Works under the supervision of the District Manager.

**SUPERVISION EXERCISED**

This position has **no** supervisory responsibilities.

**TYPICAL EXAMPLES OF WORK and GENERAL RESPONSIBILITIES**

1. Washing the interior windows and ceilings.
2. Cleaning the floor, seats, aisle and under the seats, including gum removal.
3. Cleaning the drivers area of any refuse, cleaning dash and steering wheel and vacuuming under pedals.
4. Cleaning the step well and pedestrian areas, including stanchions.
5. Vacuuming of wheelchair tracks at least once a week.
6. Completing daily paperwork.
7. Keep work area clean and in good condition.
8. Reporting any damage of the vehicles to the District Manager.
9. Participate in random alcohol and drug testing if moving vehicles.
10. Follow all GCTD safety and operational policies, rules and procedures.
11. Report to work on time and maintain a strong attendance record.
12. Immediately report any unsafe or hazardous situations/conditions to the District Manager.
13. Ability to work pleasantly with the public and other staff.
14. Ability to follow written and oral instructions, and to organize and complete

- tasks in a timely manner.
- 15. Other duties as assigned.

**GENERAL REQUIREMENTS AND PHYSICAL DEMANDS**

- 1. A current Oregon Driver's License.
- 2. The physical demands of this position are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- 4. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- 5. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- 6. Must pass pre-employment alcohol and drug test and criminal history background check.

**SPECIAL COMMENTS:**

- 1. All employees are hired at will.
- 2. Bus Cleaner's job performance will be evaluated annually. The evaluation report will be signed by the employee and District Manager.
- 3. Never permit an unauthorized person to operate or have access to District equipment or computers.
- 4. Refrain from any personal use of the company's equipment or vehicles unless the District Manager gives prior permission for each situation.
- 5. If personal errands need to be attended to the bus cleaner must clock out.
- 6. Bus Cleaner's may not disclose any of the passenger's confidential information that they may see or hear on the job, to anyone outside of GCTD staff, especially **HIPAA (Health Insurance Portability and Accountability Act of 1996)** protected information.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of District Manager

\_\_\_\_\_  
Date

A copy of this Position Description will be maintained in the employee's personnel file.