

SCHOOL BUS DRIVER LEADER

NATURE OF WORK IN THIS CLASS:

Leads and performs skilled work in the operation of large school buses in transporting school children and other passengers to and from pre-determined locations.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Leads the work of school bus drivers by conveying appropriate instructions and procedures to them; operates school buses to transport school children and others according to schedules provided.

Inspects the condition of each bus by checking standard check list. Makes reports on vehicles' condition.

Initiates on-the-job training in first aid, passenger discipline, defensive driving, and other training as required.

Applies and enforces safe work practices on the job.

Assures general maintenance and grounds work is completed.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the traffic laws, regulations, and safe driving practices.

Ability to lead the work of others.

Ability to maintain discipline, safety, and comfort of school children and other passengers.

Ability to apply and enforce safe driving practices on the job.

Ability to apply first aid.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Skill in the operation of a large school bus.

MINIMUM EXPERIENCE AND TRAINING:

(a) One year of experience as a school bus driver or equivalent work; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid chauffeur's license.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission