

SCHOOL BUS DRIVER SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises bus drivers engaged in transporting school children and other passengers.

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).

Supervises crews of bus drivers and maintains the timely flow of buses according to schedules.

Conducts periodic inspection of vehicles to assure that all procedures of safety and operation are carried out; assures that work is carried out according to required standards, policies and procedures.

Coordinates with school principals regarding bus services, student behavior, and parent complaints.

Supervises the maintenance of support facilities and bus substations.

Prepares field trip schedules and other bus services.

Assists in the preparation of school bus schedules.

Prepares reports on vehicle condition and employee performance.

Keeps records, such as employee's progress, accidents, driving hours and mileage.

Trains bus drivers in work methods and procedures and safe practices.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

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

Ability to supervise the work of others.

Ability to maintain the flow of buses according to schedule.

Ability to explain school bus operations to others.

Ability to make work decisions in accordance with regulations and apply established policies.

Ability to apply and enforce safe work practices.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the use and care of large school buses.

MINIMUM EXPERIENCE AND TRAINING:

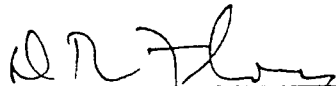
(a) Two years of experience as a school bus driver or equivalent work; or

(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