



JOB TITLE	DEPARTMENT	REPORTS TO
Lead Worker Transportation	Transportation	Safety/Training Manager & Director of Transportation

Position No: 78034	Length of Work Year: 12 Months
Salary Schedule: CWO	Date Approved: 6/24/03
FSLA: Non-exempt	Date Revised: 4/12/17

JOB GOAL
To work in conjunction with the Safety/Training Manager in developing a safe and effective driver force and efficient route operations.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent.
2. Excellent communications skills (verbal and written).
3. Valid Florida Commercial Driver's License.
4. Evidence of five (5) years good driving record.
5. Three (3) years of successful school bus driving
6. Knowledge and accepted methods and techniques of safe driving and defensive driving for safe operations of all types and sizes of school buses.
7. Experience in driving all types of school buses and demonstrated ability to teach others how to operate buses safely and efficiently.
8. Physical capability to operate all vehicles as determined by a physical examination by a Board approved physician.
9. Knowledge of district geography and road maps.
10. Must maintain knowledge of current state and local laws, School Board policies and Transportation directives.
11. Basic computer skills.
12. Knowledge of required schedules and special reports, their preparation and the maintenance of necessary records.
13. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. To monitor buses at regular intervals for driver ability, safety, speed, and obedience of rules/laws and report findings to the Safety/Training Manager, the Director or his/her designee.
2. To make unscheduled trips with school bus drivers to observe and correct driving practices and to observe driving hazards.
3. To assist with the training programs for bus drivers and bus attendants.
4. To assist area managers with maintaining route coverage in the capacity of an emergency relief driver.
5. To assist with maintaining records of incidents or accidents, required procedures and emergency practices.
6. To assist area manager at assigned compound with routine office telephone communications and procedures.
7. To assist with schools concerning safety of school loading zones and bus line-up.
8. To assist in surveying transportation needs and auditing of bus routes as appropriate.
9. To assist with observations and verification of accurate transportation and bus routing information and report findings to either the Safety/Training Manager, the director or his/her designee.

10. To assist in recruiting new applicants.
11. To assist with planning and participation in community safety fairs and events.
12. To perform assigned tasks in a timely and efficient manner.
13. To perform assigned tasks with a high standard of quality.
14. To perform other duties as assigned by the Director of Transportation.

PHYSICAL DEMAND CLASS:

Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.