

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6176
Pay Grade: D09

FLSA: Non-Exempt

BUS DRIVER STAVROS INSTITUTE

MAJOR FUNCTION:

Performs responsible work in the operation of light and heavy duty buses in transporting students to and from public schools and the Gus A. Stavros Institute. Incumbents perform other varied tasks to include monitoring student activity on the bus and at the Gus A. Stavros Institute. Work is performed under the supervision and guidance of the program manager.

DUTIES AND RESPONSIBILITIES:

- Transports students to and from schools and the Gus A. Stavros Institute following a preplanned route and a definite time schedule; regulates ventilation of bus.
- Inspects bus before starting run to detect any mechanical or other malfunction, which would prevent safe delivery of students.
- Drives bus carefully and in compliance with traffic regulations; assumes responsibility for the safety of children loading, unloading, and transporting them to and from school.
- Instructs children in safety precautions and practices.
- Handles minor disciplinary problems on the bus and prepares proper reports to the principal on more difficult problems.
- Performs cleaning and minor maintenance of vehicle.
- Attends all state bus driver training programs, testing programs, and first-aid courses.
- Organizes and influences children in a safety program and to instruct and gain the confidence of children.
- Deals with pupils, parents, and the general public in a courteous and effective manner.
- Escorts students between the Institute/school and the bus.
- Monitors student activity and behavior on the bus and in the businesses throughout the Institute.
- Participates in training and operates equipment necessary for the success of the Gus A. Stavros Institute; i.e., computers, copy machine, audio-visual machines, etc.
- Assists in the material/storage area, keeping inventory and producing items for Institute use.
- Maintains supplies and equipment throughout the Institute.
- Acts as a teacher assistant once driving duties are complete.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Graduation from high school, or possession of a GED. Must be a minimum of 21 years of age at time of hire. Must be physically able to pass State approved physical exam and State mandated reflex test. Must possess and maintain a valid Florida class "B" commercial drivers license with passenger and school bus endorsements, plus demonstrated five-year satisfactory driving record. Must satisfactorily complete a 40-hour Board approved driver's training program.

PREFERRED:

Knowledge of elementary school locations in Pinellas County. Functional skills in the operation of basic business machines.

ISSUED: 1/3/89 BMP; BOARD APPROVED: 3/8/89; MQ'S REVISED: 11/91 PBL; BOARD APPROVED: 3/25/92; REVISED: 5/95 PBL; BOARD APPROVED: 6/13/95; REVISED 2/6/01 PBL; BOARD APPROVED: 4/18/01; TITLE REVISED: 9/01 PBL; BOARD APPROVED: 10/01; REVISED WC: 4/04 LM. 7/08 REVISED D&R AND MQ's RAS, BOARD APPROVED: 10/29/08

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

BUS DRIVER STAVROS INSTITUTE

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthl y	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds			X		
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds			X		
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy		X			
20. Using a keyboard to enter and transform words or data		X			
21. Using a video display terminal		X			
22. Working in a normal office environment with few physical discomforts		X			
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions			X		
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van					X
27. Other physical, mental or visual ability required by the job	X				