

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6177  
Pay Grade: D09

FLSA: Non-Exempt

**BUS DRIVER RELIEF / TRAINING ASSISTANT**

**MAJOR FUNCTION:**

Performs skilled work in the operation of school buses transporting students to and from public schools or facilities. Assists with school bus driver training and mentors new drivers. Performs other related tasks to include updating of route and student information, and preparation of bus inspection, accident/crash, and incident reports. Work is performed under general supervision and direction.

**DUTIES AND RESPONSIBILITIES:**

- Replaces regularly assigned school bus drivers when they are absent from work, transporting students to and from schools or facilities following a preplanned route and time schedule.
- Performs all other duties required of regular school bus drivers.
- Assists with the training of new school bus drivers and in-service training of drivers, on an "as required" basis.
- Mentors new drivers after they complete the Basic School Bus Driver Training Course and begin work at a school bus compound. Monitors the progress of new drivers and works closely with them for up to three (3) months to assure a successful transition from the training class.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a GED required. One (1) year or more experience as a school bus driver with Pinellas County Schools. Must possess and maintain a valid Florida class "B" commercial driver's license with passenger and school bus endorsements. Must hold a current State Medical Examiner's Certificate issued by a Pinellas County School Board approved physician. Satisfactory completion of twelve (12) hours of in-service training on student behavior management required. Must satisfactorily complete the School Bus Driver Trainer Certification Course conducted by the State Department of Education within one (1) year of being placed in the position.

ISSUED: 01/00 AK; BOARD APPROVED: 10/01; REVISED WC: 4/04 LM. 7/08 REVISED 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 RELIEF / TRAINING ASSISTANT

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	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				

Bus Driver Relief/Training Assistant – SEIU