

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

LEAD DRIVER

QUALIFICATIONS:

- (1) High School Diploma or equivalent. Associate's Degree from an accredited college or university preferred.
- (2) Minimum of three (3) years progressively responsible experience as a school bus driver.
- (3) Must possess a valid Commercial Driver's License (CDL) with "P" endorsement.
- (4) Bus Operator's Certificated mandated by the Department of Education (DOE)
- (5) Possess current valid Certificate for First Aid and CPR.
- (6) Possess Certificate verifying completion of the National Safety Council Defensive Driving Instruction Course.
- (7) Proven record of safe driving.
- (8) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the operation of school buses, preventative maintenance procedures and practices, occupational hazards and safety precautions relating to the transportation of students. Knowledge of population factors affecting the need for transportation services, laws and regulations governing school bus operation. Ability to instruct drivers in proper bus operation, safety precautions, preventative maintenance and defensive driving habits. Ability to plan safe, economical and efficient bus routes, keep necessary records, enter information into the computer and prepare adequate written reports.

REPORTS TO:

Director II - Transportation

JOB GOAL

To assist in managing and coordinating the work assignments of School District bus operators and bus aides, assist in developing, scheduling and maintaining safe, economical and efficient stops in accordance with state and District requirements, and to assist in establishing and maintaining liaisons with school administrators to meet the transportation of all students to attend school and school-related activities.

SUPERVISES:

N/A

LEAD DRIVER (Continued)
PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Assist in instructing and certifying prospective drivers under guidelines as prescribed by the State Department of Education and local District policies.
- * (2) Assist in managing the use of substitute bus operators as well as making recommendations for full-time employment of these employees.
- * (3) Assist in verifying information submitted by bus operators and attendants on time cards and with entry of time card information into the computer system.
- * (4) Assist, as directed, in supervising annual and sick leave for operators and attendants.
- * (5) Organize and deliver biweekly checks, newsletters and other information.
- * (6) Prepare FEFP Transportation Survey, checking the information reported by operators for accuracy.
- * (7) Conduct Railroad Crossing Surveys and compile information.
- * (8) Assist clerical personnel with field trip assignments.
- * (9) Assist in administering Florida Department of Education Dexterity Testing yearly to school bus operators.
- * (10) Conduct, periodically, route observations, as directed in order to check drivers' compliance with state and local laws and regulations, vehicle operations, road and other conditions and safety practices.
- * (11) Assist in investigating and responding to requests for additional stops or stop changes.
- * (12) Act as a liaison between transportation employees and school personnel as well as parents and concerned citizens.
- * (13) Assist in coordinating and conducting permanent and temporary route bid sessions for bus operators and attendants.
- * (14) Assist in preparation of safety policies and procedures and in coordinating and conducting periodic safety meetings with bus operators.
- * (15) Assist in coordinating and conducting yearly transportation inservice for all bus operators.
- * (16) Assist in preparing route packages for traditional and year-round programs, summer school sessions, and, when necessary, charter schools.
- * (17) Assist, as directed, in coordinating transportation for special programs.
- * (18) Make route changes, as necessary, in the event of adverse road conditions.
- * (19) Investigate hazardous road conditions and report same to local and state police officials.
- * (20) Assist in operating bus routing computer system and providing accurate bus routing information for Internet access.
- * (21) Assist with radio dispatch communication with buses.
- * (22) Drive school bus as necessary.
- * (23) Schedule work hours to ensure a Lead Driver is on duty from 5:00 a.m. to 7:00 p.m.

Inter / Intra-Agency Communication and Delivery

- * (24) Keep supervisor informed of potential problems or unusual events.
- * (25) Respond to inquiries and concerns in a timely manner.
- * (26) Establish and maintain liaisons with appropriate school personnel.

Employee Qualities / Responsibilities

- * (27) Participate in workshops and training sessions as required; such as, mid-level staff inservice and Florida Association for Pupil Transportation Conference.
- * (28) Demonstrate initiative in the performance of assigned responsibilities.
- * (29) Provide for a safe and secure workplace.
- * (30) Model and maintain high ethical standards.
- * (31) Follow attendance, punctuality and proper dress rules.

LEAD DRIVER (Continued)

- * (32) Maintain confidentiality regarding school matters.
- * (33) Maintain positive relationships with staff.

System Support

- * (34) Prepare all required reports and maintain all appropriate records.
- * (35) Follow all School Board policies, rules and regulations.
- * (36) Exhibit interpersonal skills to work as an effective team member.
- * (37) Demonstrate support for the School District and its goals and priorities.
- (38) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 08

*Essential Performance Responsibilities

Professional Salary Schedule – Pay Grade 12

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002