Salary Grade 31

Summary Information:			
Classification Title:	Lead Bus Driver	Date Prepared:	04/2003
FLSA Status:	Non-Exempt		

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity N		
002	Indirect Supervision	Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority).
043	Complaint Investigation	Acknowledge, research, and respond to complaints received regarding district activities, programs, staff, etc. May include liaison and mediation activities among complainant, the district, and agencies. Does <u>not</u> include employee grievances.
447	Conduct Reporting	Prepare conduct reports on behavior of students. May include meeting with principals, students, or drivers.
443	Bus Inspections	Inspect buses for cleanliness and serviceability.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
448	Bus Driving	Drive school buses or other vehicles involved in student transportation program.
450	Student Supervision	Supervise students while on buses.
406	Safety Program	Design, implement, and evaluate safety and accident prevention programs. Educate students and staff.
049	Travel Time	Time spent traveling to meetings, between schools, or for other purposes. Does not include commuting between work and home.
010	Parent Liaison	Handle requests from parents regarding transfers, complaints, and discipline.
227	Maintain Certification(s)	Maintain current certifications such as CPR, First Aid, LPN, etc.
179	Psychological Conferences/ Staffing	Meet with students, parents, and school staff to discuss student problems and needs.
599-A	In-Service Training	Plan, develop and conduct in-service training courses and workshops for staff.

Activity	Name	(Cont.))
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646	Data Inquiry/Access	Use computer terminals to access data.
409	Dispatching	Dispatch appropriate information to proper authorities.
082	Award Certificate Preparation	Coordinate and/or prepare award certificates.
022	Filing	Set up and organize files and manuals; count and alphabetize Reception records; keep files up-to-date; distribute as needed.
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.
General (Classification Specification Factor	actors:
	Classification Specification Fa	A.A. Degree with three years related experience; or Vocational training (720 hours) with four years related experience; or High School diploma or equivalent with five years related experience; and Appropriate certification/license as required
Education		A.A. Degree with three years related experience; or Vocational training (720 hours) with four years related experience; or High School diploma or equivalent with five years related experience; and

Effective Date:

07/01/2003

Skill Identification

		Not
Managerial/Supervisory Skills	Important	Important
		Х
Developing Multi-year Strategic and/or Operational Plans		
Developing Annual Budgets		Х
Policy Development		Х
Controlling Expenses		Х
Coordinating Resources		Х
Decision making	Х	
• Delegation		Х
• Individual/group leadership	Х	
• Interpersonal (working with groups)	Х	
Knowledge of Business/organizational systems	Х	
• Negotiating and/or persuading others to take action		Х
Promoting safety	Х	
Supervising, coaching and developing employees		Х

		Not
Office Skills	Important	Important
	Х	
Checking grammar/punctuation		
• Filing	Х	
Perceiving detail in checking information/forms	Х	
Reading comprehension (high school level)	Х	
Operating word processing software		Х
• Operating a computer terminal for data entry	Х	
Operating automated spreadsheet software		Х
Scheduling appointments and/or travel	Х	
Taking and distributing messages	Х	
Taking dictation and meeting minutes		Х
• General mathematical - adding, subtracting, multiplying, etc.	Х	

		Not
Professional and Technical Skills	Important	Important
Accounting/finance		Х
• Advanced math - algebra, statistics, geometry		Х
• Architecture		Х
• Bookkeeping		Х
Computer operations	Х	
Computer programming		Х
Contract interpretation		Х
• Craft skills (electrical, etc.)		Х
Drawing-figures/drafting		Х
• Engineering		Х
Graphic arts		Х
Landscaping		Х
Good Judgment	Х	
Work standards	Х	
• Integrity	Х	

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Skill Identification (cont.)

Communication Skills	Important	Not Important
	X	
• Oral communicationexchanging or expressing ideas by means of the spoken word		
Presentationstransmitting information in a formal setting		Х
• Foreign communicationusing a language other than English to communicate in writing or orally		Х
• Written communicationpreparation of manuscripts, speeches, detailed plans, letters, policies, etc.		Х
• Editing written documents for content	Х	
• Reading comprehension - understanding technical or scientific blueprints and charts		Х
Public speaking		Х

Physical Demands	Important	Not Important
	X	
• Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching		
• Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder		Х
• Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms	Х	
Color - Match or discriminate colors	Х	
• Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling)		Х
• Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips		Х
• Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved)	Х	
• Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound	Х	
• Lifting - raising or lowering an object from one level to another (includes upward pulling)	Х	
• Pulling - exerting force upon an object so that the object moves toward the force (includes jerking)	Х	
• Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions)		Х
• Reaching - extending the hands and arms in any direction	Х	
• Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people	Х	
• Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight	Х	