

## Leon County Public Schools Classification Specification

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 Name

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.

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### Activity Name (Cont.)

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 Factors:

**Education/Experience:** 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

**Supervisory Responsibility:** Yes

**Type of Supervision:** Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003



