

Minimum Qualification Specifications for the Classes:

BUS DRIVER-SCHOOL CUSTODIANS I, II, III, & IV
(BUS DRIVER-SCH CUSTODIANS I, II, III, & IV)

Experience Requirements:

Applicants must have had the kind and quality of experience described below, and in the amounts shown in the following table:

	General Experience (years)	Supervisory Experience (years)	Total (years)
Bus Driver-School Custodian I	0	0	0
Bus Driver-School Custodian II	1	*	1
Bus Driver-School Custodian III	2	*	2
Bus Driver-School Custodian IV	2	1	3

*For the classes Bus Driver-School Custodians II & III levels, applicants must show possession of supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involves some supervisory responsibilities or aspects, by temporary assignment to supervisory positions, by completion of training courses in supervision accompanied by application of supervisory skills in assignments or by favorable appraisals of a supervisor indicating the possession of supervisory potential.

General Experience: Responsible work experience in one or a combination of the following areas: (a) janitorial or related custodian work such as sweeping, dusting and cleaning of buildings; (b) grounds maintenance work experience including such activities as cleaning, watering, fertilizing, trimming, moving, sweeping and raking; (c) general laboring experience such as moving materials, furniture and equipment; loading and

unloading trucks; carrying, unloading and stacking tools and supplies for skilled craftsmen; and digging trenches and ditches; (d) building maintenance work experience, which included repairing work, which required painting, carpentry, plumbing, electrical or related skills; and/or (e) work experience operating and maintaining a passenger bus.

For the classes Bus Driver-School Custodian II and above, at least one year of the work experience must have been comparable in nature and scope to that of a School Custodian in the State service.

Supervisory Experience: Work experience which involved: (1) planning the work of others; (2) assigning and reviewing such work; (3) advising subordinates on difficult problem areas; (4) timing and scheduling the work of subordinates; (5) training and developing new employees; and (6) seeing that safety procedures are adhered to.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that applicant has the ability to perform the duties of the position for which applicant is being considered.

Licensed Required:

Possession of a valid Commercial Driver's License, Type C with Endorsement P. A Department of Education School Bus Driver Certificate must be acquired within a brief period following appointment to the position and prior to the expiration of the probationary period.

Driving experience which shows a history of traffic violations may disqualify an applicant. The evaluation of the applicant's suitability may include an evaluation of information acquired through confidential inquiry of persons who are familiar with his/her driving ability and/or information acquired through traffic court records.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain

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printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information, including the results of the medical examination, and requires the approval of the Superintendent or designee.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the minimum qualification specifications for the Executive Branch Civil Service classes BUS DRIVER-SCHOOL CUSTODIANS I, II, III, & IV by the Department of Education Civil Service system.

DATE APPROVED: JAN 18 2006
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