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Class Specifications for the Class:

BUS DRIVER-TRACTOR OPERATOR

Duties Summary:

Operates and maintains a passenger bus for transporting school children; operates and maintains a rubber-wheeled tractor with cutting attachments; performs other custodial duties; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by the responsibility for driving a passenger bus for the purpose of transporting school children, in addition to the responsibility for mowing the school lawn and other grassy areas with a tractor mower. A position in this class also performs typical custodial duties in cleaning school buildings and the surrounding campus area and performing heavy manual work and simple repair and maintenance tasks.

Examples of Duties:

Drives a school bus; picks up and drops off children on an assigned route or excursion trip; keeps bus and tractor supplied with fuel, oil, water and air; makes minor and emergency repairs to the bus, tractor and attachments as required; mows the school lawn and other grassy areas with a tractor mower; may instruct others in the operation and maintenance of a school bus or in the performance of routine and manual tasks.

Sweeps and mops floors, hallways, stairways and classrooms; wipes, dusts and polishes furniture and metal work; cleans woodwork, walls, venetian blinds; electrical fixtures and windows and other places which are not easily accessible; mops, cleans, disinfects and services lavatories and restrooms; cleans water fountains and wash basins; waters, rakes, weeds and spreads top soil on lawns; mows areas not accessible to gang power mowers; picks up rubbish, leaves and other refuse; assists in trimming and pruning hedges, trees and shrubbery; assists in planting and fertilizing shrubbery, grass and flowers; assists in propagating and transplanting young plants and shoots; moves and transports heavy objects such as office and classroom furniture, benches, platforms and refuse disposal barrels; loads, unloads and distributes school and janitorial supplies and equipment; replaces toilet floats, faucets, fluorescent and standard light bulbs and fuses; makes simple repairs to doors, windows, jalousies, stairways, venetian blinds, chairs, sprinkler systems and other school facilities and equipment; operates heavy-duty industrial cleaning equipment such as vacuum cleaners, scrubbing machines and floor polishers; removes spots and stains from

carpets and may operate a shampoo machine to clean carpets; and may be in charge of janitorial supplies and equipment for the school and assist in taking inventories of such supplies and equipment.

Knowledge and Abilities Required:

Knowledge of: Occupational hazards and safety precautions applicable to the work; methods of operating a passenger bus; general maintenance practices pertaining to the operation of a bus; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways; cleaning methods, materials and equipment; basic grounds maintenance practices; and uses of common hand tools.

Ability to: Operate a school bus skillfully and safely; operate, maintain and make minor repairs to tractors and attachments; deal pleasantly with children; make minor and emergency repairs to a passenger bus; understand traffic laws and regulations; apply cleaning methods safely and effectively; understand and follow simple oral and written instructions; perform groundskeeping tasks; perform heavy lifting and moving; operate heavy industrial-type cleaning equipment; make simple maintenance repairs to the building and equipment therein; get along well with children and youth.

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 class specification for the Executive Branch Civil Service class BUS DRIVER-TRACTOR OPERATOR by the Department of Education Civil Service system.

DATE APPROVED: JAN 23 2005

EFFECTIVE DATE: JUL - 1 2005


Gerald Okamoto
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Office of Human Resources