

.....
Class Specifications for the Class:BUS DRIVERDuties Summary:

Operates and maintains a passenger bus in transporting school children and/or personnel as a substantially full-time work assignment and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by the driving of a passenger bus in transporting school children and/or personnel as a substantially full-time work assignment. The work is performed under the general supervision of an automotive mechanic, school principal or other such designated supervisor.

Examples of Duties:

Picks up passengers along a designated route and transports them to their destination; returns passengers at the completion of work shifts and/or school day; collects, counts and turns in fares, as applicable; cleans bus; keeps bus supplied with fuel, oil, water and air; maintains daily record of all trips; makes daily check of bus which includes tires, brakes, horn, wipers, lights and turn signals; may make minor and emergency repairs to the bus as required.

Knowledge, Skills and Abilities Required:

Knowledge of: Methods of operating a passenger bus; general maintenance practices for buses; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways; hazard and safety precautions in operating a passenger bus.

Ability to: Operate a passenger bus skillfully and safely; deal tactfully with the public; understand and observe traffic laws and rules; observe mechanical defects and take steps to have such defects corrected; make minor emergency repairs to the passenger bus; understand and follow oral and written instructions.

.....
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 specifications for the Executive Branch Civil Service class BUS DRIVER by the Department of Education Civil Service system.

DATE APPROVED: JAN 18 2006

EFFECTIVE DATE: JUL - 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources