

PART I

DEPARTMENT OF EDUCATION  
STATE OF HAWAII

8B.010

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Class Specifications for the:

SCHOOL BUS TRANSPORTATION SERIES

This series includes positions involving responsibility for the direction and coordination of the State's school bus subsidy program under the jurisdiction of the State Comptroller.

Class levels in this series are distinguished on the basis of scope and variety of work; nature of supervision received; nature of available guidelines for performance of work; nature and purpose of personal contacts; nature and scope of recommendations, decisions, commitments and conclusions; and nature and extent of supervision exercised.

SCHOOL BUS TRANSPORTATION OFFICER II  
(SCHOOL BUS TRANSP OFFCR II)

8B.010

**Distinguishing Characteristics:**

A position in this class receives formal and on-the-job training in the school bus transportation rules and regulations, inspectional/investigational methods, techniques and procedures, and program activities while performing school bus transportation activities of limited complexity such as monitoring the school bus services involving special education/mid-day transportation arrangements provided by private contractors for compliance with contract provisions, adherence to safety regulations, scheduling, inspection and routing functions, etc.

Close supervision is received on complex or unique situations and assignments while general supervision is received on routine matters and as competence is gained and demonstrated on more difficult assignments.

**Examples of Duties:**

Checks school bus transportation carriers for conformance with rules and regulations such as proper preventive maintenance of their motor vehicles, work hours of drivers, and required records, clearances, licenses, etc.; for routine violations, points out discrepancies, explains to offending carrier the nature of the problem/complaint, recommends corrective actions, and follows up to ensure that the violations have been corrected; assists in school bus accident investigations; investigates complaints of unsafe driving practices and faulty equipment conditions; works with higher-level

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officers in performing on-site checks to evaluate best pick-up and drop-off points; calculate distances within route(s) as well as any associated cost factors; assists in coordinating, routing and monitoring mid-day and special transportation arrangements with the schools, other agencies, parents and bus company where services and schedules need to be adapted to meet the individual needs of students; assists in developing contract modifications; reviews maintenance records, carrier timesheets and other records for conformance with applicable guidelines; provides information and explanations to the public on school bus transportation program, policies, rules and regulations; attends training sessions; assists higher-level personnel on complex assignments; and prepares written reports and drafts letters as required.

**Knowledge and Abilities Required:**

Knowledge of: Working knowledge of school bus transportation rules and regulations; program policies and directives; preventive vehicular maintenance practices; proper driving practices and techniques; safety factors; investigative practices and techniques; arithmetic, including multiplication and division; interviewing methods and techniques; report writing.

Ability to: Understand, apply and explain school bus transportation rules and regulations; interview others to gather facts; recognize unsafe school bus conditions and activities, and noncompliance with school bus transportation rules and regulations; perform basic inspection and investigation work; coordinate a number of detail-oriented tasks; follow oral and written instructions and procedures; solve problems logically; communicate effectively both orally and in writing; deal tactfully with others; prepare clear and concise reports.

SCHOOL BUS TRANSPORTATION OFFICER III  
(SCHOOL BUS TRANSP OFFCR III)

8B.011

**Distinguishing Characteristics:**

This class is independently responsible for the scheduling, routing, enforcement and inspection of a district student bus subsidy program, under the jurisdiction of the comptroller. Positions in this class are responsible for the interpretation of departmental and county policies, rules, ordinances and procedures relevant to student transportation. Inspections of carriers are made to ensure proper mechanical condition of vehicles, maintenance of appropriate licenses and certificates, and conformance to operational standards. Recommendations as to budgetary proposals and changes in

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policies and penalties to be exacted from carriers are made to the director of the bus subsidy program.

The work involves maintaining effective relationships with various governmental agencies, public carriers, education officials and the public to resolve complaints concerning services and to implement operational procedures. Direction received is in regards to policy determination, priorities, and unprecedented situations.

### **Examples of Duties:**

According to departmental guidelines, explains and reviews contract provisions and policies with principals and carriers; accepts bids and applications and recommends awards; projects district program costs through the evaluation of carrier operational data; recommends changes in program policies and procedures to accommodate district or island conditions; assists education officials in evaluating proposed and existing bus routes; prepares correspondence concerning program operations; maintains records and files on contracts awarded, licenses issued, bids, reports and the status of equipment; receives and resolves service complaints and serves as liaison among the government agencies, carriers and public affected; inspects buses in motion for safety of students and proper operation of vehicles; investigates school bus accidents; seeks compliance with county ordinances, public utilities requirements, contract provisions and school codes; monitors school bus services provided by private contractors for compliance with contract safety rules and regulations, ordinances and other laws; reports violations of law and contract specifications to the director; contributes to the development of policies and procedures; recommends penalties or termination of carrier contract for noncompliance to provisions; sets up emergency measures for continuation of services during breakdowns; and discusses program policies and objectives and bus operational standards with the public.

### **Knowledge and Abilities Required:**

In addition to the knowledge and abilities required at the next lower level:

Knowledge of: Thorough knowledge of school bus transportation rules and regulations; general business practices and operations of motor carriers; methods and techniques used in dealing with the public; techniques of disseminating information; inspectional and investigative practices and techniques used in the school bus transportation program.

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Ability to: Interpret policies, rules, regulations and ordinances relating to public carriers; administer transportation contract provisions; gather and evaluate data and make sound decisions based on data collected; deal tactfully and effectively with others; develop and assign routes to the various school bus operators.

SCHOOL BUS TRANSPORTATION DIRECTOR  
(SCHOOL BUS TRANSP DIRECTOR)

8B.012

**Distinguishing Characteristics:**

This class is involved in coordinating the operation and development of a statewide student bus subsidy program, under the jurisdiction of the comptroller. Activities involve the contracting of carrier services, recommending changes in departmental policies and procedures, inspecting equipment and personnel used in transportation, and resolving differences among the public, carriers and agencies involved. The work involves directing and supervising the activities of a staff situated on the various islands. Coordination of the program is performed within the framework of the Department of Education's, the Department of Transportation's and the Department of Accounting and General Services' rules and policies concerning the school bus subsidy program.

**Examples of Duties:**

Reviews, interprets and initiates action to implement departmental policies, rules and regulations, and procedures pertaining to the student bus transportation program; coordinates the enforcement of all ordinances, safety codes and practices through district officers, police departments, and school district superintendents; reviews activities on islands and districts for proper administration of the subsidy program; reviews and oversees the final preparation of specifications for bid documents; evaluates the nature of service complaints for purposes of developing preventative measures; recommends changes in policies and procedures to the departments and officials involved; participates in public meetings for the explanation and promotion of the program; works closely with complex area school district superintendents to assure proper handling of complaints and adequacy of services provided by program staff; reviews operations to prepare the operating budget of the staff and to assist in the justification of funds needed for the continuance of the school bus subsidy program; and interprets legislation and other guidelines to develop technical materials to be used by the staff.

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**Knowledge and Abilities Required:** In addition to the knowledge and abilities required at the next lower level:

Knowledge of: Comprehensive knowledge of the school bus transportation rules and regulations; State and county regulations pertaining to public carriers; general principles and practices used in business administration such as business law, management and budgeting; principles and practices of supervision.

Ability to: Interpret, explain and administer departmental and county policies, rules and regulations relating to public carriers; supervise the work of others; develop operational guidelines.

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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 classes SCHOOL BUS TRANSPORTATION OFFICERS II & III and SCHOOL BUS TRANSPORTATION DIRECTOR by the Department of Education Civil Service system.

DATE APPROVED: SEP 29 2006

EFFECTIVE DATE: JUL - 1 2005

  
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for Gerald Okamoto  
Assistant Superintendent  
Office of Human Resources