

Minimum Qualification Specifications for the Classes:

SCHOOL BUS TRANSPORTATION OFFICERS II & III
(SCHOOL BUS TRANSP OFFCR II & III)
SCHOOL BUS TRANSPORTATION DIRECTOR
(SCHOOL BUS TRANSP DIRECTOR)

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table or any equivalent combination of training and experience.

Class Title	Gen Exp (Yrs)	Splzld Exp (Yrs)	Supvry Exp (Yrs)	Total Exp (Yrs)
SCHOOL BUS TRANSP OFFCR II	1	0	0	1
SCHOOL BUS TRANSP OFFCR III	1	1	0	2
SCHOOL BUS TRANSP DIRECTOR	1	4	*	5

*For the School Bus Transportation Director level, supervisory aptitude rather than actual supervisory experience may be accepted.

General Experience: Progressively responsible work experience which demonstrated knowledge of inspection or investigation methods and techniques which involved checking for compliance/noncompliance with laws, rules and regulations; mathematics which includes multiplication and division; ability to coordinate a number of detail-oriented tasks; read, understand, explain and apply rules and regulations; follow oral and written instructions; prepare clear and concise reports; and deal tactfully with others.

Specialized Experience: Progressively responsible work experience in a bus transportation program which involved the scheduling and routing of transportation services; the inspection of the carriers/vehicles for compliance with applicable rules, regulations and laws; identifying noncompliance and suggesting appropriate corrective measures; and investigating complaints of unsafe driving practices, faulty equipment conditions, and rider services.

Supervisory Experience: For the School Bus Transportation Director level, supervisory aptitude rather than actual supervisory experience may be accepted. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or

team leader or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

Substitution of Education for General Experience: Graduation with a Bachelor's degree from an accredited college or university may be substituted for the required General Experience.

Substitution of Specialized Experience for General Experience: Excess Specialized Experience of the type and quality described above may be substituted for the required General Experience on a year-for-year basis.

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.

License Requirement: Possession of a valid motor vehicle operator's license (Type 3) to drive in the State of Hawaii is required.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

PART II
SCHOOL BUS TRANSP OFFCR II
SCHOOL BUS TRANSP OFFCR III
SCHOOL BUS TRANSP DIRECTOR

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Physical and Medical 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 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. Disabilities 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.

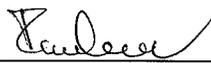
Mental/Emotional Requirements:

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 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



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources