

Job Title: OPS Bus Operator

Compensation: \$15.75 - \$15.75

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 2

Position Summary:

Incumbents operate a school bus and/or a multi-passenger motor coach, move trucks, and college vans. Responsibilities may include performing pre-trip inspections of vehicles; dispensing fuels; performing minor vehicle repairs; scheduling travel routes; providing campus to campus courier services for Risk Management department; for example: delivering mail, box pick-ups and deliveries, and related materials; and maintaining records of vehicle operations.

Requirements:

Education:

High School Diploma or equivalent (GED).

Experience:

Three years experience driving a school bus or multi-passenger motor coach

**An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Safe driving principles and practices;
- Vehicle cleaning principles and practices;
- Basic vehicle maintenance inspection principles;
- Customer service principles;
- Record keeping principles;
- Computers and related software applications.

Skills:

- Ability to read road maps and follow predetermined directional routes
- Conducting bus inspections and recognizing defects;
- Completing forms, reports, and or logs;
- Performing vehicle cleaning duties;
- Maintaining records and logs;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Medium Work: Exerting up to 70 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Incumbents may be subjected to fumes, odors, and extreme temperatures.

License:

Valid Class B Florida CDL with air brake and passenger endorsement.

Responsibilities:

These duties are a representative sample; position assignments may vary.)		Potential Frequency
1.	Drives a bus for the purpose of transporting riders to applicable locations, including special events.	Daily 60%
2.	Performs pre- and post-bus inspection activities to identify maintenance needs.	Daily 10%
3.	Performs routine vehicle cleaning activities.	Weekly 10%

These duties are a representative sample; position assignments may vary.)		Potential Frequency
4.	Provides campus to campus courier services in delivering mail, box pick-ups and deliveries, and related materials.	Daily 10%
5.	Prepares and maintains a variety of operational records and logs.	Daily 10%
6.	Performs other duties of a similar nature or level.	As Required

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