

BUS SERVICE RECORDER
<p>REPORTS TO: Transportation, Compound Manager</p>
<p>SUPERVISES: Not Applicable</p>
<p>QUALIFICATIONS: High School Diploma or possession of a GED. Two (2) years of experience in all facets of vehicle assignment and maintenance. Must possess and maintain a valid State of Florida class "B" commercial driver's license (CDL) to include "air brake", "passenger" and school bus endorsements. Must hold a current State Medical Examiner's Certificate issued by a Pinellas County School Board approved physician.</p>
MAJOR FUNCTION
<p>The Bus Service Recorder is responsible for recording the service history of all school buses. Under general supervision, the Bus Service Recorder ensures the safe operation of school buses through daily servicing of operating fuels; recommends buses for mechanical maintenance/repair and assigns substitute vehicles for use by drivers. Maintains the status for current location and condition of all school buses. Responsible for the preparation and maintenance of a variety of reports and supporting documents/files pertinent to fuel consumption, inventory control, purchase and delivery receipts, vehicle use and damage reports, etc.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Responsible for the location and operating status of assigned school bus vehicles. • Responsible for assuring all assigned buses are in safe operating condition; checks for sufficient fuel, oil, tire pressure, headlamps, interior lights, side "STOP" signs, etc. • Responds to operational/mechanical complaints from drivers and recommends or writes up maintenance/repair orders for the mechanics. May correct basic repairs such as light bulb replacements, tire pressure, clean battery cables or jump-start engines, etc. • Assigns substitute buses for those in the repair shop, as necessary. • Assures all buses are adequately fueled, oiled, and ready for safe daily operation including buses used for extracurricular activities at night. • Responsible for ordering, receiving, calculating, and verifying fuel order purchases/receipts and supervises the commercial carrier in filling fuel pump tanks. • Maintains files of documents such as usage reports to maintain proper inventory control. • Closes out fuel pumps nightly and reopens pumps each morning. • Recommends product vendors and prices to purchasing authority. • Responsible for calculating, compiling, and maintaining a variety of logistical, mileage, vehicle usage and pre-trip inspection reports necessary for budget preparation, vehicle history and inventory control considerations. • Periodically inspects and replaces fire extinguishers. • Inspects video camera equipment on school buses. • Retrieves video footage from buses, as requested. • Applies knowledge of motor vehicle pool activities, procedures and conduct. • Calculates, compiles, and maintains detailed records/reports on vehicle use, damage, repair, and assignment. • Maintains records on spare bus assignments and checks the buses in when they are returned. • Adapts to sudden changes in schedule for response to emergency situations. • Transports students to and from public schools and facilities during periods of driver shortages, and performs all other duties required of regular school bus drivers. • May, on occasion, be required to work a split shift. • Performs other related duties as assigned.

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TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 12/80 WMP; BOARD APPROVED: 10/14/81; FORMAT REVISED: 3/88; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; D&R REVISED: 5/03 AK; REVISED WC: 4/04 LM. 7/08 REVISED MQ's RAS, BOARD APPROVED: 10/29/08; REVISED: MQ's 11/10 RAS; BOARD APPROVED: 1/11/11; REVISED REPORTS TO, SUPERVISES, MQs, ERs 12/19/22 LM; BOARD APPROVED: 1/24/23

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WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time					X
10. Standing up to two hours at a time					X
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data				X	
21. Using various technology tools				X	
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions		X			
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls					X
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job	X				

Bus Service Recorder – SEIU