

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6168  
Pay Grade: D10

FLSA: Non-Exempt

<b>LEAD DRIVER</b>
<b>REPORTS TO:</b> Supervisor, Transportation Field Operations
<b>SUPERVISES:</b> Not Applicable
<p><b>QUALIFICATIONS:</b> Must possess and maintain a valid state of Florida class “B” commercial driver’s license with passenger and school bus endorsements. Must hold a current State Medical Examiner’s Certificate issued by a Pinellas County School Board-approved physician. Must pass drug test and state-mandated dexterity test. Must satisfactorily complete the state-mandated forty (40) hours of preservice training consisting of at least twenty (20) hours of classroom instruction and eight (8) hours of behind-the-wheel training based upon the FDOE’s Basic School Bus Operator Curriculum before transporting students.</p> <p>Satisfactory completion of sixteen (16) hours of inservice training on transportation policies and student behavior management prior to being placed in the position. Must satisfactorily complete the School Bus Driver Trainer Certification Course conducted by the state Department of Education within one (1) year of being placed in the position. Two (2) years’ experience as a bus driver.</p> <p><b>PREFERRED:</b> High School Diploma or possession of a GED.</p>
<b>MAJOR FUNCTION</b>
Performs skilled work in the operation of school buses transporting students to and from public schools or facilities. Conducts school bus driver training and mentors new drivers. Assignment of routes may vary and could include a permanent assignment to a designated route or a daily assignment if a bus driver is absent. Work is performed under general supervision and direction.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Replaces regularly assigned school bus drivers when they are absent from work, transporting students to and from schools or facilities following a preplanned route and time schedule.</li> <li>• Conducts the training of new school bus drivers and inservice training of drivers-</li> <li>• Mentors new drivers after they complete the Basic School Bus Driver Training Course and begin work at a school bus compound. Monitors the progress of new drivers and works closely with them for up to three (3) months to assure a successful transition from the training class.</li> <li>• Performs other related tasks to include updating of route and student information and preparation of bus inspection, accident/crash and incident reports.</li> <li>• Inspects bus daily to detect any mechanical condition or malfunction affecting safety or economy of operation and reports any findings to authorized service personnel.</li> <li>• Drives with care at all times and observes all traffic laws, state and local transportation rules and procedures incorporated in the Florida Department of Education Basic School Bus Driver’s Curriculum.</li> <li>• Prescribes, in cooperation with school principals, the seating arrangements of students on assigned buses.</li> <li>• Instructs transported students in safe riding practices.</li> <li>• Ensures transported students observe all rules prescribed by law and by the state and local boards.</li> <li>• Maintains order and discipline, under the direction of the school principal, on the part of every transported student.</li> <li>• Reports to the school principal repeated/serious misconduct on the part of any student while on the bus or under the driver’s immediate supervision.</li> <li>• Participates in emergency evacuation drills at least once each school semester.</li> </ul>

**LEAD DRIVER**

<b>ESSENTIAL RESPONSIBILITIES (Continued)</b>
<ul style="list-style-type: none"><li>• Attends and participates in conferences and training classes for school bus drivers.</li><li>• Maintains preparedness to successfully pass, at any time, a reasonable examination concerning traffic laws, state and local transportation rules and driving skills.</li><li>• Prepares reports, keeps all records required, and otherwise assists transportation and school officials in planning bus routes and schedules and obtaining necessary information for a continuous study of all phases of the district's transportation service. Also, prepares immediately after every accident or incident involving the bus or a school bus passenger a report to be filed with the appropriate transportation or school official.</li><li>• Keeps the bus clean and neat at all times.</li><li>• Maintains, as far as practicable, by patient and considerate treatment of parents, a feeling of security in the safety of transported students.</li><li>• Performs other related duties as assigned.</li></ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>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.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
<p>ISSUED: 01/00 AK; BOARD APPROVED: 10/01; REVISED WC: 4/04 LM. 7/08 REVISED MQ's RAS, BOARD APPROVED: 10/29/08; REVISED MQ 09/05/19 LM; BOARD APPROVED: 09/24/19; REVISED JOB TITLE MQ'S MF's ER's 6/13/22 LM; BOARD APPROVED: 7/12/22</p>

**LEAD DRIVER**

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				

Lead Driver - SEIU