

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Union

<b>BUS SERVICE RECORDER</b>
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**Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Must possess a valid Class A or B Commercial Driver's License (CDL) with Passenger and School Bus endorsements
- Medical Examination Report for Commercial Driver Fitness Determination
- Basic knowledge of bus operation, safety and safety equipment
- Knowledge of first aid procedures
- Ability to interact well with other staff, students, parents and general public

**Performance Responsibilities:**

- 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, head lamps, interior lights, side stop signs, etc
- Responds to operational/mechanical complaints from drivers and recommends or writes up maintenance/repair orders for the mechanics
- Correct basic repairs such as light bulb replacements, tire pressure, clean battery cables, jump start engines, etc
- Assigns substitute buses for those in 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
- Orders, receives and supervises the commercial carrier in filling fuel pump tanks
- Calculates and verifies fuel order purchases/receipts
- 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
- Calculates, compiles and maintains detailed records/reports on vehicle use, damage, repair and assignment
- Adapts to sudden changes in schedule for response to emergency situations
- Perform other duties as assigned by the Shop Foreman and/or designee

**Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Shop Foreman and/or designee

**Evaluation:**

Annual evaluation done by the Shop Foreman, Assistant Director of Transportation and/or designee

**Terms of Employment:**

10-month employment

**Salary:**

Salary based upon approved salary schedule – Noninstructional Level M

**Job Code:**

78034

Board Approved: 06/10/14

Revised: 7/6/2015