

Job Class Profile: **Equipment Operator IIG**

Pay Level: **CG-28** **Point Band:** **578-621**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	2	4	3	4	3	4	4	6	3	
Points	93	67	19	19	90	87	83	129	32	619

JOB SUMMARY

The Equipment Operator IIG is responsible to supervise the busing services related to the maintenance, cleaning, repair and routing assignments for the delivery of quality and safe student transportation service for board operated buses.

Key and Periodic Activities:

- Schedules drivers and substitute drivers as needed for regular bus runs and extra-curricular runs; reschedules buses in collaboration with school principals in cases of emergency closures.
- Monitors road conditions and liaises with principals regarding same.
- Participates in performance appraisals of staff in conjunction with Manager.
- Fuels bus and completes monthly operating report.
- Completes daily inspections of bus and hours of service log.
- Ensures regulations and procedures are followed by bus drivers.
- Directs and coordinates mechanical problems and repairs with Mechanic.
- Carries out emergency procedures and evacuation drills.
- Prepares various reports and documentation (time sheets, leave requests, schedules, charters, purchase orders for bus repairs) for management.
- Communicates on a regular basis by telephone, email and in-person with school personnel, parents and highway representatives to discuss bus related matters.
- Prepares and sets up Bus Safety Meetings.
- Participates in Occupational Health and Safety Meetings.

SKILL

Knowledge

General and Specific Knowledge:

- Highway Traffic Act
- Bus Evacuation Procedures
- Occupational Health and Safety
- School Board Policies and Procedures
- First Aid

- Defensive Driving

Formal Education and/or Certification(s):

- Minimum: High School Diploma. Certificate of Good Conduct. Possession of a valid driver's license and appropriate operator's license as issued by the Province of Newfoundland and Labrador.

Years of Experience:

- Minimum: Some experience in the operation of a bus

Competencies:

- Ability to follow basic instructions and work processes.
- Ability to operate machinery.
- Ability to write straightforward text to complete student conduct reports, accident reports, status reports, etc.

Interpersonal Skills

- A range of interpersonal skills include listening to information from other people and asking questions to get information, providing routine information and direction to bus drivers, students, parents or principals regarding bus routes or pick-up times; providing care, comfort or nurturing to students who may be sick and dealing with upset or angry parents or students; instructing other bus drivers; facilitating/moderating meetings and/or sessions with bus drivers.
- Communications occur with bus drivers, manager, mechanics, principals, students and parents.
- The most significant contacts are with the other bus drivers and mechanics in daily bus operation; manager to discuss busing issues/concerns; principals regarding extra curricula runs, school closures and student discipline.

EFFORT

Physical Effort

- The demands of the job occasionally results in considerable fatigue, requiring periods of rest.
- Lifting or moving objects less than 10 lbs is occasional.
- Drives a school bus on a regular basis which requires sitting for extended periods of time. Climbing when performing maintenance work and walking to conduct daily inspections are also required.
- Manual or physical activities include using gross motor skills when performing inspections, adding oil, transmission fluid or coolant, cleaning the bus and operating heavy equipment such as a bus.

Concentration

- There is an occasional requirement for **visual** concentration when driving a bus to ensure the health and safety of students and when performing pre-trip and mechanical inspections.
- **Auditory** concentration includes listening to students while driving the bus to ensure there is no inappropriate activity occurring. Listening to co-workers, parents and teachers is also required.
- **Other sensory demands** required in this work environment include smelling for anything that may be burning such as wires or smelling smoke or fumes that may be initiated by a student.

- Alertness and concentration are required when performing **repetitive** tasks such as driving or performing daily operational checks of bus.
- **Higher than normal levels of attentiveness or alertness for the health and safety of others** is required when students are boarding the bus and to report drivers that pass the bus when the lights are flashing and when driving in adverse weather conditions.
- **Time pressures and deadlines** are experienced on a regular basis when trying to meet scheduled pick-up and drop-off times of students to ensure they are at school on time. **Interruptions** and lack of **control over work pace** occurs when there are mechanical issues with the bus, adverse weather conditions, traffic congestion and when students are behaving inappropriately.
- **Exact results and precision** are required to ensure the bus is maintained in good condition and when scheduling/rescheduling buses.

Complexity

- Work includes supervising the busing services related to the maintenance, cleaning, repair and routing assignments for the delivery of quality and safe student transportation and involves scheduling drivers, monitoring road conditions, operating and maintaining a school bus which involves performing tasks and activities that are different but allow the use of similar skills and knowledge.
- A typical problem is arranging bus runs and extra runs to cover all areas especially for school closures or other emergency school closings and extracurricula activities.
- Reference material to assist in addressing problems, challenges and issues include School Board Policy, Highway Traffic Act, School Officials such as the Principal and Teachers and the Manager.

RESPONSIBILITY

Accountability and Decision-Making

- Work is highly structured and must be carried out in accordance with School Board Policy; log books are maintained and there are daily inspections of the bus.
- Some discretion can be exercised with regards to calling in replacement bus drivers and arranging to have buses taken to the depot for repairs.
- Discretion and independence of action is exercised when determining if the bus should be taken off the road due to adverse weather conditions or mechanical problems.
- Approval is required to change bus stops or to remove a student from the bus, as well as, any purchases that are required.

Impact

- Work results can have a positive impact within the immediate work area, department, organization and on customers/clients/general public as well as on resources such as equipment, processes and systems, health and safety and the corporate image if students are picked-up and dropped off at school on schedule and if the bus is maintained in a safe working condition.
- Mistakes or errors such as delays in the pick-up and drop-off of students, a traffic accident or if the bus is not properly maintained can affect the health and safety of students, impact busing

equipment, increase financial costs, and negatively impact the corporate image.

- Errors are typically identified and resolved within hours of problem identification. Work tasks and activities are guided by School Board Policy and a report must be filed on all incidents.

Development and Leadership of Others

- Supervises the work activities of a large number of bus drivers and mechanics in the day to day operations of busing services and includes providing on the job advice/guidance, feedback and providing input for performance assessments.

WORKING CONDITIONS

Environmental Working Conditions

- There is a requirement to wear a safety vest.
- The likelihood of injury or illnesses resulting from hazards in the job is limited.
- Exposed to unusual/distracting noise from the running bus and student activity, glare from the sun when driving, fumes from the diesel exhaust, wet and slippery road conditions, and adverse weather conditions.