

## Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

**Position Code:** VESFISPEA22R

**Civil Service Class and Level:** VEHICLE SAFETY INSPECTOR-E

**Working Title (What the agency calls the position):** School Bus Inspector

**Name and Position Code Description of Direct Supervisor:** MATTER, JEREMY A; MOTOR CARRIER SERGEANT-2

**Department/Agency:** STATE POLICE

**Bureau (Institution, Board, or Commission):** Field Services Bureau

**Division:** Commercial Vehicle Enforcement Division

**Section:** Special Programs Section

**Unit:** School Bus Inspection

**Work Location (City and Address)/Hours of Work:** 14350 W. Ten Mile Rd. Oak Park MI 48237 / Various Hours

**General Summary of Function/Purpose of Position:** To promote school bus safety through a comprehensive vehicle inspection program. To conduct inspections on school buses. Inspectors are required to identify vehicle violations and take appropriate action pursuant to established criteria. This position must function in a bias free manner.

### Assigned duties and tasks for each duty.

**Duty 1:** Conduct safety inspections on school buses.

- Maintain 100 percent proficiency in all areas of the school bus inspection criteria as defined by the Michigan State Police, Commercial Vehicle Enforcement Division, and School Bus Inspection Manual in accordance with Federal and State Laws.
- Inspect and certify all safety-related components of a school bus.
- Properly identify defects through written reports.
- Prepare inspection reports in the MISchoolbus website
- Properly apply the Michigan school bus inspection manual.
- Effectively communicate inspection procedures and results to drivers and/or company officials.

**Duty 2:** Schedule school bus inspections as required. Maintain school bus inspection files and records. Prepare reports for division entry into database.

- Schedule and complete assigned inspections in a timely manner.
- Prepare reports and issue to appropriate authorities.
- Communicate via phone/e-mail with department and division supervision.
- Respond to inquiries from transportation official outside the agency.
- Complete and submit daily reports, payroll documents and other documents as required.

**Duty 3:** Attend ongoing training programs and be knowledgeable in changes with school bus regulations and inspection standards.

- Formal training, study and testing in all areas of school bus safety as required.
- Read all materials provided by the division relative to changes in federal and state laws, rules, and regulations.

**Duty 4:** Perform any and all other duties as assigned.

- Employee will be expected to perform all related tasks and duties as assigned by division, district, or recognized command structure.
- Possess basic computer operating knowledge including familiarity with Microsoft Office programs, emailing procedures, file attachment, etc.

**Types of decisions made independently and whom or what those decisions affect:** Identify and inspect school bus equipment and determine the condition and status of the unit. Schedule and complete work within assigned boundaries or as directed. Determine if a school is eligible to participate in a self-inspection program.

**Types of decisions that require the supervisor's review:** Issues having statewide impact. When to shut down a pupil transportation provider based on inspection results.

**Physical effort used to perform this job and environmental conditions of this position:** Bending, squatting, climbing stairs, walking, placement, and use of a bottle jack. Exposure to all weather conditions during inspections. Exposure to chemicals, fluids, exhaust fumes, salt, grease, hot objects, and air under pressure.

**Names and classes and levels of employees whom this position immediately supervises:**

**The essential functions of this position:** Conduct vehicle inspections on school buses. Identify defects and remove from service, vehicles pursuant to specified criteria. Knowledge of, and application of, applicable federal and state regulations and CVED School Bus Inspection Manual, and other inspection criteria pertinent to the vehicle(s) being inspected. Communicate effectively, both verbally and in writing, with transportation and state officials. Ability to complete inspection reports.

**The function of the position's work area and how it fits into that function:** Ensure that school buses are maintained in a safe manner to be operated on Michigan's roadways.

**Minimum education, experience, and credentials typically needed to perform the position's essential functions:**

**EDUCATION:**

Education typically acquired through completion of high school.

**EXPERIENCE:**

**Vehicle Safety Inspector 9**

Two years of experience in the repair or maintenance of motor vehicles.

**Vehicle Safety Inspector E10**

Three years of experience in the repair or maintenance of motor vehicles or one year of experience equivalent to a Vehicle Safety Inspector 9.

**Alternate Education and Experience**

**Vehicle Safety Inspector E10**

Two years of experience in the inspection of motor vehicles may be substituted for the experience requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Mechanical knowledge of large vehicles is desirable. Ability to communicate effectively, both orally and in writing. Ability to interpret and apply code, rules and regulations. Ability to obtain accurate data and prepare reports. Must possess basic keyboard and personal computer skills.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license