



REVISED:  
08/28/2018

JOB TITLE:	BUS DRIVER TRAINER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 4
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8812
BARGAINING UNIT:	CLAP

**SCOPE OF RESPONSIBILITIES**

Conducts on-the-road phases of bus driver training and assists in planning and implementing the safety training for all school bus drivers in Jefferson County Public Schools.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Conducts classroom and on-the-road driver training for assigned District and contracted services personnel
- Conducts classroom training for transportation support personnel such as bus monitors
- Supervises, schedules and documents all aspects of driver training
- Assists in planning and conducting of all bus driver inservices relative to state required bus driver certification
- Assists in the reviewing, screening, selection and interviewing of all bus driver candidates
- Conducts the Student Bus Safety Programs
- Works with transportation personnel and school principals concerning school bus related safety issues
- Assists in maintaining records and statistics of all vehicle accidents and monitors the motor vehicle records of all employees who drive district vehicles
- Provides effective communication with parents, students, community organizations, news media and District personnel
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work requires bending, squatting, crawling, climbing, reaching, with the ability to carry, push, or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

**MINIMUM QUALIFICATIONS**

- High School Diploma or G.E.D.
- Valid commercial driver's license with evidence of a good driving record
- School Bus Driver Instructor certification issued by Kentucky Department of Education
- Five (5) successful years of driving experience
- Ability to instruct in the areas of safety and traffic education curriculum
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Satisfactory experience as a school bus driver
- Knowledge of all Federal and State Pupil Transportation regulations

Footnote

Steps 3-14 Exempt, paid daily as salaried employee