



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	DRIVER BUS / 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 in-services 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

Completes all trainings and other compliance requirements as assigned and by the designated deadline

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

Experience in a diverse workplace

Footnote

Steps 3-14 Exempt, paid daily as salaried employee
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