



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

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| JOB TITLE: | COORDINATOR BUS DRIVER TRAINING |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 6 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8810 |
| BARGAINING UNIT: | CLAP |

SCOPE OF RESPONSIBILITIES

Coordinates and conducts bus driver training activities and maintains necessary records. Plans and implements safety training for all District school bus drivers.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Writes curriculum, develops, and implements School Bus Driver Training programs

Develops, updates, and implements Student and Traffic Safety activities and Commercial Driver's License training for District personnel

Maintains compliance with Federal and State regulations and District policies and procedures as relates to transportation services

Maintains records and statistics of all vehicle accidents and monitors the motor vehicle records of all employees driving District vehicles and contracted services drivers

Recruits, recommends and trains personnel for school bus drivers and transportation support personnel

Develops and presents all in-service programs to ensure state required certification of transportation services personnel

Oversees daily operations and coordinates the use of District computer programs

Provides effective communication with parents, students, community organizations, news media and District personnel

Evaluates staff as assigned

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 and fine manipulations. The work requires reaching with the ability to lift, 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.

Three (3) years of experience in pupil transportation activities

Effective written and verbal communication skills

Possesses the ability to use Transportation computer programs

School Bus Driver Certification issued by the Kentucky Department of Education

Valid commercial driver's license with evidence of a good driving record

| DESIRABLE QUALIFICATIONS |
|---|
| Knowledge of all school system policies and procedures |
| Knowledge of Federal and State Pupil Transportation regulations |
| Experience in a diverse workplace |