



REVISED: 07/01/2024
Submitted: 06/25/2024

JOB TITLE:	COORDINATOR BUS DRIVER TRAINING
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
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

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities occasionally (up to 50% of the workweek): driving, balancing, bending, climbing crouching, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

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

Knowledge of all school system policies and procedures
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Knowledge of Federal and State Pupil Transportation regulations

Experience in a diverse workplace
