



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

JOB TITLE:	COORDINATOR BUS DRIVER TRAINING
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
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