

## **Bus Driver Training Coordinator**

*Classified Position - 7931*

<u>Salary</u> Category 3 per Salary Schedule	<u>Days</u> TBD	<u>Reports to:</u> Director of Transportation
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### SCOPE OF RESPONSIBILITIES

and class room phases of bus driver training courses; plan, implement and instruct safety programs for District bus drivers; to assure State laws, regulations and local board policies are met

### REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Conduct driver training instruction in accordance with the curriculum developed by the Division of Pupil Transportation
2. Conduct the annual eight hour update as required by Kentucky Administration Regulations
3. Evaluate driving performance of bus drivers who are experiencing traffic safety problems
4. Train and assist new drivers concerning student behavior management problems and situations
5. Coordinate communication between field drivers; monitor office and mechanical staff
6. Drive buses of varying sizes and complexity over designated routes in accordance with time schedules as assigned
7. Prepare and maintain a variety of bus driver records, including driver's license and certificate expiration, medical expiration and training hours required for the renewal of bus driver certificate; operate computer terminal; prepare transportation reports
8. Conduct school bus driver certificate renewal training programs; conduct safe driving and safe working methods and procedures training programs periodically and as specifically required
9. Attend and conduct safety meetings and attend workshops to remain current concerning driving regulations and laws
10. Assist supervisor as required; dispatch drivers; provide work direction to Bus Drivers; set up routes for special education students, perform the duties of the supervisor in the supervisor's absence
11. Implement safety program as required by the State Department of Education
12. Prepare billing and payroll for special trips as required
13. Receive documents, investigate and make recommendations on complaints from parents, school personnel and driver and monitors
14. Maintain regular and predictable attendance
15. Adhere to the professional code of ethics
16. Successfully utilize technology as appropriate in job function
17. Perform related duties as assigned

### KNOWLEDGE AND ABILITIES

#### KNOWLEDGE OF:

- Safe driving practices and methods
- Principles, methods, techniques and strategies for training of school bus drivers
- Provisions of the Kentucky Motor Vehicle Code and laws applicable to the operation of vehicles in the transportation of students and in the training of school bus drivers
- Principles methods and procedures related to a large pupil transportation system
- Technical aspects of field of specialty

#### ABILITY TO:

- Conduct bus driver training and safety programs
- Operate a school bus over designated routes
- Maintain accurate records
- Understand and follow oral and written directions
- Establish and maintain cooperative and effective working relationships with others
- Observe legal and defensive driving practices
- Attend meetings and remain current concerning rules, regulations, policies and laws

- Possess certification with the division of Pupil Transportation

**PHYSICAL DEMANDS**

	<b>Seldom/Rare</b>	<b>Occasional</b> (up to 1/3 of work day)	<b>Frequent</b> (1/3 to 2/3 of work day)	<b>Repetitive</b> (2/3 or more of work day)
Standing/Walking			X	
Sitting		X		
Handle/Finger/Feel			X	
Reach/Push/Pull		X		
Bend/Stoop/Crouch		X		
Kneel/Crawl	X			
Climb/Balance		X		
<b>Lift/Carry</b> (Check Frequency)				
Up to 10 lbs.			X	
Up to 20 lbs.			X	
Up to 50 lbs.		X		
Up to 100 lbs.	X			
Over 100 lbs.	X			

**MINIMUM QUALIFICATIONS**

1. Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law
2. Two years' experience in the operation of a school bus
3. Valid Kentucky Commercial driver's license; School Bus Certificate; completion and maintenance of certification by State Department of Education School Bus Driver Instructor Course

*The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.*