

Bus Driver Trainee (Temporary)

Classified Position - 8948

<u>Salary</u> \$7.50 / hour	<u>Days</u> TBD	<u>Reports to:</u> Assigned Assistant Superintendent or Director
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SCOPE OF RESPONSIBILITIES

This position is a limited duration training position in which the incumbent is taught the knowledge and skills necessary to become a District bus driver. Within 30 days of entering into this position, the incumbent must 1) pass the exam and receive a CDL (Commercial Driver's License), 2) complete required training, and 3) pass an examination by a third party examiner.

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Learns to be, and is responsible for the safe and expedient transportation of students, including driving bus route according to bus stop locations and time schedules
2. Monitors behavior and actions of students on school bus while driving routes, to include noise levels and settling student disputes; communicating with Transportation personnel, parents and school officials regarding student behavior (may include watching videos, asking department staff for parent contact information and phone parents for assistance in changing the students behavior, write misconduct forms)
3. Complete various forms and reports including field trips, log addendums, student check-in sheets and vehicle log sheets
4. Learns to and aids in the loading and unloading process of students needing assistance in boarding as well as those with special needs, via stairs or lift mechanisms. Learns and monitors student riders for any suspected child abuse, sexual harassment, bullying, bodily fluids cleanup and medical conditions (e.g., diabetic shock, seizures, respiratory conditions, etc.)
5. Learns how to and communicates in person and on a two-way radio for routine, urgent and emergency situations
6. Learns how to and reports all unsafe route and bus stop conditions to the dispatcher
7. Consult with and assist bus driver in documentation of student information, recordkeeping and completing route surveys
8. Assist driver in assuring seat belts, harnesses and wheel chair clamps are secured as required
9. Assist parents and school personnel with safe loading and unloading of students; coordinate seating of pre-kindergarten students as required by State Transportation Guidelines
10. Communicate with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate
11. Maintain current knowledge of Emergency Evacuation procedures
12. Assist handicapped children on and off the bus and escort children safely to and from school and home; lift children as required; assure responsible adult meets students leaving the bus
13. Attend in-service meetings and training courses as assigned
14. Utilize Positive Behavior Interventions and Supports (PBIS) as outlined at the school/district
15. Maintain regular and predictable attendance
16. Adhere to the professional code of ethics
17. Successfully utilize technology as appropriate in job function
18. Perform related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Safe operations concerning school bus transportation
- Health and safety regulations
- Assigned route

ABILITY TO:

- Diffuse and manage volatile and stressful situations
- Assist student loading, unloading and seating arrangements as required
- Understand and relate to children with special needs
- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively both orally and in writing
- Maintain routine records
- Recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator
- Obey traffic laws

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. Valid Kentucky driver's license
3. Must be able to successfully complete the training program and CDL and third party examinations within 30 days from date of employment