

MADISON COUNTY SCHOOLS
Job Description

CLASS TITLE: BUS DRIVER TRAINER

REPORTS TO: Director of Transportation

EXEMPT STATUS: Non-Exempt

APPROVED: January 14, 2016- Order #2016-1720

BASIC FUNCTION:

Conduct on-the-road and classroom phases of bus driver training courses; plan, implement and instruct safety programs for District bus drivers and other transportation employees; to assure State laws, regulations and local board policies are met.

REPRESENTATIVE DUTIES:

- Conduct driver-training instruction in accordance with the curriculum
- Conduct the annual eight-hour update as required by Kentucky Administration Regulations.
- Evaluate driving performance of bus drivers who are experiencing traffic safety problems.
- Train and assist new drivers concerning student behavior management problems and situations.
- Coordinate communication between field drivers and bus monitors/aides; monitor office and mechanical staff.
- Drive buses of varying sizes and complexity over designated routes in accordance with time schedules as assigned.
- Prepare and maintain a variety of bus driver records, including drivers license and certificate expiration, medical expiration and training hours required for the renewal of bus driver certificate; operate computer terminal; prepare transportation reports.
- Conduct school bus driver certificate renewal training programs; conduct safe driving and safe working methods and procedures training programs periodically and as specifically required.
- Attend and conduct safety meetings and attend workshops to remain current concerning driving regulations and laws.
- 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.
- Implement safety program as required by the State Department of Education.
- Receive documents, investigate and make recommendations on complaints from parents, school personnel and driver and monitors.
- Maintain regular attendance.
- 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 safe legal and defensive driving practices.
- Attend meetings when needed and remain current concerning rules, regulations, policies and laws.
- Possess certification with the division of Pupil Transportation.

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights up to 50 pounds

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or G.E.D. Certificate as required by Kentucky law and two years experience in the operation of a school bus.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky Commercial driver's license; School Bus Certificate; completion and maintenance of certification by State Department of Education School Bus Driver Instructor Course.