

MADISON COUNTY SCHOOLS
Job Description

CLASS TITLE: THIRD PARTY EXAMINER

REPORTS TO: Director of Transportation

EXEMPT STATUS: Non-Exempt

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

BASIC FUNCTION:

Administer the Commercial Driver License (CDL) Skills Test to qualified drivers in several counties as assigned by the State.

REPRESENTATIVE DUTIES:

- Schedule and administer the Commercial Driver License Skills Test to qualified drivers.
- Assure proper compliance with federal, State and local laws related to bus transportation; assist local school official in meeting the requirements of laws, regulations and policies.
- Prepare and maintain information, records and data related to assigned activities; report information, records and data to proper authorities as assigned; maintain confidentiality of records and information concerning the CDL and personnel records.
- Communicate with County Schools Divisions of Transportation, Kentucky Department of Education and the Kentucky State Police to resolve issues or concerns, exchange information or coordinate activities.
- Attend professional development meetings related to assigned activities as directed; travel to school systems as directed.
- Advise school authorities in the assigned school districts of potential issues and concerns.
- Serve as a liaison between the assigned school systems and various state agencies.
- Maintain regular attendance.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Federal, State and local laws, rules and regulations related to assigned activities.
- Commercial Driver License requirements.
- Record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Administer the Commercial Driver License Skills Test to qualified drivers.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Maintain routine records.

- Prioritize and schedule work.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain confidentiality of personnel and CDL records.

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 medium weights, up to 50 pounds
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

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 one year experience in the operation of a motor vehicle. Be able to pass a criminal background check and a yearly CDC physical.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky Commercial Class B driver's license, including passenger endorsement; School Bus Certificate; must pass driving record check.