

## **JOB TITLE: BUS DRIVER TRAINER**

REPORTS TO: DIRECTOR OF PUPIL PERSONNEL – CHIEF OPERATIONS OFFICER (COO)

SALARY SCHEDULE: CLASSIFIED SALARY SCHEDULE C4

CLASS CODE: 7933

### **Scope of Responsibilities:**

Oversees the functions of the school bus drivers training, . Coordinate, plan and conduct Bus Driver training and evaluation programs. Perform all the same duties as a bus driver.

### **Performance Responsibilities:**

1. Provide daily supervision of assigned drivers and monitors to ensure proper and consistent performance of duties.
2. Coordinate training programs in accordance with the curriculum developed by the KDE Division of Pupil Transportation.
3. Coordinate, plan and implement training programs for Basic School Bus Driving Courses; assist with in-service programs for school bus drivers and monitors to assure State certification renewal; conduct safe driving and safe working methods and procedures training programs as specifically required.
4. Train and assist drivers and monitors concerning student behavior management issues and work related situation. Train drivers and monitors in proper wheelchair securement and special needs student requirements. Train, supervise and evaluate the performance of assigned personnel; schedule and assign work; counsel and recommend disciplinary actions and recommend removal of applicants from the training program, as appropriate
5. Assist in the selection and evaluation of bus drivers.
6. Drive buses of varying sizes and complexity over designated routes in accordance with time schedules.
7. Prepare and maintain a variety of bus driver records.
8. Collect paper work and write ups of vehicular accident involving school buses.
9. Maintain records and statistics of District school bus drivers and bus monitors.
10. Assist transportation manager as required: Perform the work of Supervisor in the Supervisor's absence.
11. Create weekly field trip schedule, including assignment of drivers to extra-curricular routes.
12. Performs other duties as assigned by the COO or the Superintendent.

### **Minimum Qualifications:**

1. Completion of KDE Driver Trainer Training

2. High School Diploma or G.E.D.
3. Valid commercial driver's license
4. 21 years of age
5. Up to date on all bus driver training and/or any required update training and remain current on all pupil transportation policies and procedures

### **Desirable Qualifications:**

1. Ability to lead groups trainings
2. Strong organizational skills
3. Experience working with children

### **Physical Demands:**

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work requires bending, squatting, crawling, climbing, reaching, with the ability to 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.

Revised: 4/30/2018