

BASIC FUNCTION:

- Assist the district in safety and security services, assist the DPP in home visits and security as needed.
- Serve the district as bus driver trainer and assist in supervision bus and student safety as assigned by superintendent/designee. Assist in the support and supervision of bus drivers as needed.
- Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students; provide safe and efficient transportation for District students to and from school, special events and field trips; perform daily inspections and operator maintenance of vehicle; assist in the loading and unloading of physically and mentally handicapped students as necessary.

REPRESENTATIVE DUTIES:

- Call substitutes for bus drivers as needed.
- Perform home visits and issues related to truancy and assistance to the DPP, Director of Transportation and Safety.
- Assist in any court services as needed on behalf of school district.
- Assist in bus route development.
- Assist in developing and implementing safety procedures and plans.
- Drive a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation in the State following specified schedules; transport students to and from school, special events and field trips.
- Pick up and discharge students, under varying weather conditions, at established bus stops; report incidents which affect the safety of students.
- Maintain bus in a safe operating condition through prescribed daily vehicle inspections and driver maintenance including cleaning windows, mirrors and bus interior; check and maintain fuel, oil and water levels; check brakes, brake lights and doors; report mechanical defects and malfunctions to appropriate personnel.
- Maintain order and discipline among students on bus following District policies and procedures regarding disciplining of students and contact with school officials, parents and the public; interact with parents regarding questions, concerns and disputes.
- Perform emergency bus evacuation drills as required by Kentucky Administration Regulations.
- Transport physically handicapped and mentally handicapped children to and from designated locations; lift and secure wheel chairs; assist in the loading and unloading of handicapped children as necessary.
- Observe applicable local, State and federal policies, procedures and guidelines.
- Fuel and clean exterior and interior of buses including picking up debris, sweeping and mopping floor, wiping upholstery and cleaning headlights.
- Maintain records concerning vehicle maintenance, miles driven and number of children transported and other related matters; including student conduct and accident records.
- Attend annual update training, safety and preventive emergency meetings when required.
- Utilize cell phones for bus communication.
- Perform first aid according to established guidelines and procedures.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- State bus driver training requirements
- Attendance policies
- Safe school security practices
- Law enforcement and related KRS and KAR documents

- Safe driving practices.

KNOWLEDGE OF (cont'd):

- Provisions of the State Motor Vehicle code and Kentucky Administration Regulations applicable to the operation of vehicles transporting students.
- First aid practices.
- Interpersonal skills using tact, patience and courtesy.
- Safe and lawful handling of a carry and concealed deadly weapon (CCDW)

ABILITY TO:

- Train and interact positively and effectively with others.
- Handle a CCDW and the responsibilities related to such as prescribed by law and the superintendent of schools.
- Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students.
- Maintain order and discipline among students while driving a school bus.
- Maintain assigned vehicle in a clean and safe operating condition.
- Recognize equipment malfunctions and take appropriate action.
- Learn designated bus routes including stops and traffic hazards.
- Maintain routine records.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Communicate effectively.
- Learn, apply and explain rules, regulations, policies and procedures.
- Observe legal and defensive driving practices.
- Assist in loading and unloading handicapped children as necessary.

EDUCATION AND EXPERIENCE:

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 and one year experience in the operation of a motor vehicle. Ten or more years of experience in law enforcement as an officer. Possesses a valid Kentucky CCDW license. Experience as a bus driver trainer.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky Commercial Class B driver's license, including passenger endorsement; School Bus Certificate; must pass driving record and background check, pass initial drug screening and random drug and alcohol test after employment, and meet physical requirements.

My signature below indicates that I have been given a copy of my job description.

Signature

Date