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|  | **JOB TITLE** | BUS DRIVER TRAINER |
| **REPORTS TO** | DIRECTOR OF TRANSPORTATION AND FLEET OPERATIONS |
| **SALARY SCHEDULE/GRADE** | TRANSPORTATION |
| **CONTRACTED DAYS AND/OR HOURS** | AS NEEDED |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7933 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| 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. |
| Valid Kentucky Commercial Class B driver's license, including passenger endorsement; School Bus Certificate.  |
| Must pass driving record check. |
| Possess certification with the division of Pupil Transportation. |

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

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| **PERFORMANCE RESPONSIBILITIES** |
| Conduct driver-training instruction in accordance with the curriculum  |
| Conduct the annual eight-hour update as required by Kentucky Administration Regulations.  |
| Train and assist new drivers concerning student behavior management problems and situations.  |
| Evaluate driving performance of bus drivers who are experiencing traffic safety problems.  |
| 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;  |
| 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;  |
| 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.  |
| Use modern technology for communication and verification of documents. |
| Perform other duties as assigned |

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| **KNOWLEDGE AND ABILITIES** |
| 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.  |
| Ability to teach and explain related materials. |
| Technical aspects of field of specialty.  |
| Conduct bus driver training and safety programs.  |
| Operate a school bus over designated routes.  |
| Maintain accurate records. |
| Understand and follow oral and written directions. |
| Observe safe legal and defensive driving practices.  |
| Attend meetings when needed and remain current concerning rules, regulations, policies and laws. |
| Extensive computer skills. |
| Establish and maintain cooperative and effective working relationships with others.  |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking.  |
| Requires the ability to enter and exit the bus through all emergency exits. |
| 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. |
| Must pass CDL Physical |