

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: McKinney Vento DRIVER

BASIC FUNCTION:

Operate a school vehicle 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, perform daily inspections and operator maintenance of vehicle

REPRESENTATIVE DUTIES:

- Drive a school vehicle 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,
- Pick up and discharge students, under varying weather conditions, at established bus stops; report incidents which affect the safety of students.
- Maintain order and discipline among students in school vehicle 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 operation evacuation drills as required by Kentucky Administration Regulations.
- Observe applicable local, State and federal policies, procedures and guidelines.
- Fuel and clean exterior and interior of vehicle 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; prepare student conduct, incident and accident reports.
- Attend safety and preventive emergency meetings when required.
- Utilize two-way radio for vehicle to bus and vehicle to base communication.
- Perform first aid according to established guidelines and procedures.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Safe driving practices.
- 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.

ABILITY TO:

- Operate a school vehicle 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 vehicle 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 both orally and in writing.
- 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.

LICENSES AND OTHER REQUIREMENTS:

Requirements:

- Valid Ky Driver's License
- Annual medical examination
- Criminal records check, driving history, and drug testing.
- 8 Hour training Update
- First aid and CPR certification
- Restraint and Seclusion Training

McKinney Vento Driver served under Bus Driver salary schedule.