



MOVING FORWARD TOGETHER ►►►

Job Title:	Driver Supervisor	Job Category:	
Department/Group:	Transportation	Job Code/ Req#:	
Location:	Districtwide	Travel Required:	
Level/Salary Range:	220 Days	Position Type:	
HR Contact:	Kim Klosterman	Date:	
Job Description			
<p>Job Summary: 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. Supervise drivers and monitors on their daily duties and responsibilities. Maintain necessary documentation for drivers, including but not limited to licenses, annual update trainings, yearly audits, and drug testing when necessary. Provide training to drivers to fulfill annual requirements. Assist the Director of Transportation with evaluations of both drivers and monitors. Fulfill all other duties and responsibilities deemed appropriate by the superintendent or designee.</p> <p>Essential functions, Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Supervise drivers with the specific routes and scheduling. • Supervise and coach monitors for behaviors and conditions that must be addressed while on the bus. • Serve as a driving coach to bus drivers • Maintain proper driver certification and licensing information for each driver per KDE guidelines. • Provide annual 8-hour update training to all drivers and monitors. • Serve as first person per chain of command for any necessary drug testing situations. • Assist Director of Transportation with evaluations for both drivers and monitors. • Perform Federal Motor Carrier Safety Administration Drug and Alcohol Clearinghouse checks on all drivers annually. • 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 wheelchairs; 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; prepare student conduct, incident and accident reports.
- Attend safety and preventive emergency meetings when required.
- Utilize two-way radio for bus to bus and bus to base communication.
- Perform first aid according to established guidelines and procedures.
- Perform related duties as assigned.

Knowledge and Abilities:

- 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.
- 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 timelines.
- 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.
- Ability to work with individuals and groups to maintain a positive work environment with support and coaching.

Qualifications and Education Requirements:

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.

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

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time