



NEW: REVISED: Submitted:
 10/02/2021 09/14/2021
 07/01/2024 06/25/2024

JOB TITLE:	ASSISTANT COORDINATOR BUS COMPOUND
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5- 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8782
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assists in coordinating all aspects of pupil transportation in an assigned geographical area of the school District. Requirements include all District programs which qualify students for transportation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assists in coordinating and supervising all aspects of pupil transportation to ensure safe and economical transportation of District students to and from school on a daily basis
- Assists in developing, implementing and updating District school bus route system
- Assists in assigning and supervising employees in the area assigned to ensure all scheduled bus routes are completed daily
- Maintains compliance with Federal and State regulations and District policies and procedures, including all aspects of payroll, reports and Commercial Driver's License
- Assists in overseeing daily compound operations and proficient use of District computer services
- Assists supervisor in coordinating the scheduling of school bus fleet for maintenance to ensure safe transportation for District students
- Provides effective communication with parents, students, community organizations, news media and district personnel
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

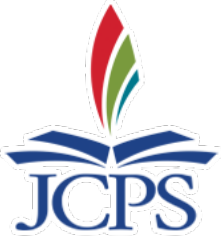
~~The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work requires bending, reaching with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.~~

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities occasionally (up to 50% of the workweek): driving, balancing, bending, climbing crouching, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek)

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Two (2) years of experience in pupil transportation activities
Valid driver's license
Effective written and verbal communication skills
Ability to develop and utilize computer data for transportation

DESIRABLE QUALIFICATIONS
Knowledge of all school system policies and procedures
Knowledge of Federal and State Pupil Transportation guidelines
Experience in a diverse workplace



REVISED: Submitted:
07/01/2024 06/25/2024

JOB TITLE:	ASSISTANT COORDINATOR BUS COMPOUND
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8782
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assists in coordinating all aspects of pupil transportation in an assigned geographical area of the school District. Requirements include all District programs which qualify students for transportation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in coordinating and supervising all aspects of pupil transportation to ensure safe and economical transportation of District students to and from school on a daily basis

Assists in developing, implementing and updating District school bus route system

Assists in assigning and supervising employees in the area assigned to ensure all scheduled bus routes are completed daily

Maintains compliance with Federal and State regulations and District policies and procedures, including all aspects of payroll, reports and Commercial Driver's License

Assists in overseeing daily compound operations and proficient use of District computer services

Assists supervisor in coordinating the scheduling of school bus fleet for maintenance to ensure safe transportation for District students

Provides effective communication with parents, students, community organizations, news media and district personnel

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities occasionally (up to 50% of the workweek): driving, balancing, bending, climbing, crouching, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

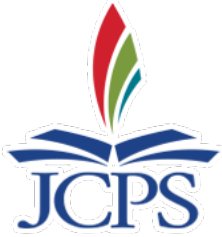
MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Two (2) years of experience in pupil transportation activities

Valid driver's license
Effective written and verbal communication skills
Ability to develop and utilize computer data for transportation

DESIRABLE QUALIFICATIONS
Knowledge of all school system policies and procedures
Knowledge of Federal and State Pupil Transportation guidelines
Experience in a diverse workplace



REVISED: Submitted:
 07/01/2019 06/11/2019
 07/01/2024 06/25/2024

JOB TITLE:	COORDINATOR BUS COMPOUND
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8780
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Coordinates all aspects of pupil transportation in an assigned geographical area of the school District. Requirements include all District programs which qualify students for transportation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates and supervises all aspects of pupil transportation to ensure safe and economical transportation of District students to and from school on a daily basis
- Develops, implements, and updates District school bus route system
- Assigns, supervises and evaluates regular and substitute employees in the area assigned to ensure all scheduled bus routes are completed daily
- Maintains compliance with Federal and State regulations and District policies and procedures, including all aspects of payroll, reports and Commercial Driver’s License
- Oversees daily compound operations and coordinates with compound staff in proficient use of District computer programs
- Evaluates and makes recommendations to assist with districtwide decision-making concerning school closure and early dismissal due to inclement weather and other emergencies
- Coordinates scheduling of school bus fleet for maintenance to ensure safe transportation for District students
- Provides effective communication with parents, students, community organizations, news media and District personnel
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

~~The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work requires bending, reaching, with the ability to lift, carry, push or pull light 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.~~

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities occasionally (up to 50% of the workweek): driving, balancing, bending, climbing crouching, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs.,

reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of experience in pupil transportation activities

Valid driver's license

Effective written and verbal communication skills

Ability to develop and utilize computer data for transportation

DESIRABLE QUALIFICATIONS

Knowledge of all school system policies and procedures

Knowledge of Federal and State Pupil Transportation guidelines

Experience in a diverse workplace



REVISED: 07/01/2024
Submitted: 06/25/2024

JOB TITLE:	COORDINATOR BUS COMPOUND
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8780
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Coordinates all aspects of pupil transportation in an assigned geographical area of the school District. Requirements include all District programs which qualify students for transportation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates and supervises all aspects of pupil transportation to ensure safe and economical transportation of District students to and from school on a daily basis
- Develops, implements, and updates District school bus route system
- Assigns, supervises and evaluates regular and substitute employees in the area assigned to ensure all scheduled bus routes are completed daily
- Maintains compliance with Federal and State regulations and District policies and procedures, including all aspects of payroll, reports and Commercial Driver’s License
- Oversees daily compound operations and coordinates with compound staff in proficient use of District computer programs
- Evaluates and makes recommendations to assist with districtwide decision-making concerning school closure and early dismissal due to inclement weather and other emergencies
- Coordinates scheduling of school bus fleet for maintenance to ensure safe transportation for District students
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- Evaluates staff as assigned
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- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years of experience in pupil transportation activities
Valid driver's license
Effective written and verbal communication skills
Ability to develop and utilize computer data for transportation

DESIRABLE QUALIFICATIONS
Knowledge of all school system policies and procedures
Knowledge of Federal and State Pupil Transportation guidelines
Experience in a diverse workplace



NEW: REVISSED: Submitted:
 07/01/2019 06/11/2019
 07/01/2024 06/25/2024

JOB TITLE:	COORDINATOR BUS DRIVER TRAINING
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8810
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Coordinates and conducts bus driver training activities and maintains necessary records. Plans and implements safety training for all District school bus drivers.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Writes curriculum, develops, and implements School Bus Driver Training programs

Develops, updates, and implements Student and Traffic Safety activities and Commercial Driver's License training for District personnel

Maintains compliance with Federal and State regulations and District policies and procedures as relates to transportation services

Maintains records and statistics of all vehicle accidents and monitors the motor vehicle records of all employees driving District vehicles and contracted services drivers

Recruits, recommends and trains personnel for school bus drivers and transportation support personnel

Develops and presents all in-service programs to ensure state required certification of transportation services personnel

Oversees daily operations and coordinates the use of District computer programs

Provides effective communication with parents, students, community organizations, news media and District personnel

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

~~The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work requires reaching with the ability to lift, 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.~~

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MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of experience in pupil transportation activities

Effective written and verbal communication skills

Possesses the ability to use Transportation computer programs

School Bus Driver Certification issued by the Kentucky Department of Education

Valid commercial driver's license with evidence of a good driving record

DESIRABLE QUALIFICATIONS

Knowledge of all school system policies and procedures

Knowledge of Federal and State Pupil Transportation regulations

Experience in a diverse workplace



REVISED;
07/01/2024

Submitted:
06/25/2024

JOB TITLE:	COORDINATOR BUS DRIVER TRAINING
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8810
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Coordinates and conducts bus driver training activities and maintains necessary records. Plans and implements safety training for all District school bus drivers.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Writes curriculum, develops, and implements School Bus Driver Training programs

Develops, updates, and implements Student and Traffic Safety activities and Commercial Driver's License training for District personnel

Maintains compliance with Federal and State regulations and District policies and procedures as relates to transportation services

Maintains records and statistics of all vehicle accidents and monitors the motor vehicle records of all employees driving District vehicles and contracted services drivers

Recruits, recommends and trains personnel for school bus drivers and transportation support personnel

Develops and presents all in-service programs to ensure state required certification of transportation services personnel

Oversees daily operations and coordinates the use of District computer programs

Provides effective communication with parents, students, community organizations, news media and District personnel

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

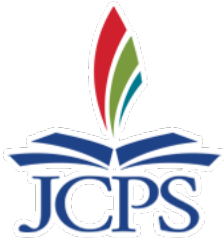
This position requires the following physical activities occasionally (up to 50% of the workweek): driving, balancing, bending, climbing crouching, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.
Three (3) years of experience in pupil transportation activities
Effective written and verbal communication skills
Possesses the ability to use Transportation computer programs
School Bus Driver Certification issued by the Kentucky Department of Education
Valid commercial driver's license with evidence of a good driving record

DESIRABLE QUALIFICATIONS

Knowledge of all school system policies and procedures
Knowledge of Federal and State Pupil Transportation regulations
Experience in a diverse workplace



~~NEW:~~ REVISED: Submitted:
 05/29/2024 05/28/2024
 07/01/2024 06/25/2024

JOB TITLE:	COORDINATOR FLEET
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 6 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Coordinates aspects of non-school bus pupil transportation throughout the school District. Requirements include all District programs which qualify students for transportation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates and supervises all aspects of pupil fleet transportation to ensure safe and economical fleet transportation of District students to and from school on a daily basis
- Develops, implements, and updates District fleet route system
- Assigns, supervises and evaluates regular and substitute employees in the area assigned to ensure all scheduled fleet routes are completed daily
- Maintains compliance with Federal and State regulations and District policies and procedures, including all aspects of payroll, reports and Driver's License
- Oversees daily fleet operations and coordinates with compound staff in proficient use of District computer programs
- Evaluates and makes recommendations to assist with districtwide decision-making concerning school closure and early dismissal due to inclement weather and other emergencies
- Coordinates scheduling of non-school bus fleet for maintenance to ensure safe transportation for District students
- Provides effective communication with parents, students, community organizations, news media and District personnel
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on district needs

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities occasionally (up to 50% of the workweek): driving, balancing, bending, climbing crouching, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs.,

reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek)

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of experience in pupil transportation activities

Valid driver's license

Effective written and verbal communication skills

Ability to develop and utilize computer data for transportation

DESIRABLE QUALIFICATIONS

Knowledge of all school system policies and procedures

Knowledge of Federal and State Pupil Transportation guidelines

Experience in a diverse workplace



REVISED: 07/01/2024
Submitted: 06/25/2025

JOB TITLE:	COORDINATOR FLEET
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Coordinates aspects of non-school bus pupil transportation throughout the school District. Requirements include all District programs which qualify students for transportation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates and supervises all aspects of pupil fleet transportation to ensure safe and economical fleet transportation of District students to and from school on a daily basis

Develops, implements, and updates District fleet route system

Assigns, supervises and evaluates regular and substitute employees in the area assigned to ensure all scheduled fleet routes are completed daily

Maintains compliance with Federal and State regulations and District policies and procedures, including all aspects of payroll, reports and Driver's License

Oversees daily fleet operations and coordinates with compound staff in proficient use of District computer programs

Evaluates and makes recommendations to assist with districtwide decision-making concerning school closure and early dismissal due to inclement weather and other emergencies

Coordinates scheduling of non-school bus fleet for maintenance to ensure safe transportation for District students

Provides effective communication with parents, students, community organizations, news media and District personnel

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on district needs

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

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reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek)

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of experience in pupil transportation activities

Valid driver's license

Effective written and verbal communication skills

Ability to develop and utilize computer data for transportation

DESIRABLE QUALIFICATIONS

Knowledge of all school system policies and procedures

Knowledge of Federal and State Pupil Transportation guidelines

Experience in a diverse workplace



NEW: REVISSED: Submitted:
 07/01/2019 06/11/2019
 07/01/2024 06/25/2024

JOB TITLE:	DRIVER BUS / TRAINER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 4 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8812
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Conducts on-the-road phases of bus driver training and assists in planning and implementing the safety training for all school bus drivers in Jefferson County Public Schools.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Conducts classroom and on-the-road driver training for assigned District and contracted services personnel

Conducts classroom training for transportation support personnel such as bus monitors

Supervises, schedules and documents all aspects of driver training

Assists in planning and conducting of all bus driver in-services relative to state required bus driver certification

Assists in the reviewing, screening, selection and interviewing of all bus driver candidates

Conducts the Student Bus Safety Programs

Works with transportation personnel and school Principals concerning school bus related safety issues

Assists in maintaining records and statistics of all vehicle accidents and monitors the motor vehicle records of all employees who drive District vehicles

Provides effective communication with parents, students, community organizations, news media and District personnel

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

~~The work is primarily sedentary. 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.~~

~~This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.~~

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MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Valid commercial driver's license with evidence of a good driving record
School Bus Driver Instructor certification issued by Kentucky Department of Education
Five (5) successful years of driving experience
Ability to instruct in the areas of safety and traffic education curriculum
Effective communication skills

DESIRABLE QUALIFICATIONS
Satisfactory experience as a school bus driver
Knowledge of all Federal and State Pupil Transportation regulations
Experience in a diverse workplace



REVISED: 07/01/2024
 Submitted: 06/25/2024

JOB TITLE:	DRIVER BUS / TRAINER
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8812
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Conducts on-the-road phases of bus driver training and assists in planning and implementing the safety training for all school bus drivers in Jefferson County Public Schools.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Conducts classroom and on-the-road driver training for assigned District and contracted services personnel

Conducts classroom training for transportation support personnel such as bus monitors

Supervises, schedules and documents all aspects of driver training

Assists in planning and conducting of all bus driver in-services relative to state required bus driver certification

Assists in the reviewing, screening, selection and interviewing of all bus driver candidates

Conducts the Student Bus Safety Programs

Works with transportation personnel and school Principals concerning school bus related safety issues

Assists in maintaining records and statistics of all vehicle accidents and monitors the motor vehicle records of all employees who drive District vehicles

Provides effective communication with parents, students, community organizations, news media and District personnel

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

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MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Valid commercial driver's license with evidence of a good driving record

School Bus Driver Instructor certification issued by Kentucky Department of Education
Five (5) successful years of driving experience
Ability to instruct in the areas of safety and traffic education curriculum
Effective communication skills

DESIRABLE QUALIFICATIONS

Satisfactory experience as a school bus driver
Knowledge of all Federal and State Pupil Transportation regulations
Experience in a diverse workplace



NEW: **REVISED:** Submitted:
 05/25/2022 05/24/2024
 07/01/2024 06/25/2024

JOB TITLE:	COORDINATOR CAPITAL PROJECTS
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 6 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8396
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Coordinates the financial operations of the Facilities Planning Department which includes monitoring expenditures and maintaining financial records in accordance with each funding source. Performs quantitative analysis to ensure proper tracking of construction project budgets to completion. **Assists and facilitates land/property acquisition and related real estate matters.**

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Oversees all financial matters of the Facilities Planning Department and works with department director on budget needs, oversight issues, and ensures compliance with Model Procurement regulations

Ensures timely payments for contractors, **consultants**, and suppliers, and coordinates payment disputes and liens

Monitors financial tracking and advises on bond, annual capital outlay, and annual facility improvement fund projects

Manages and oversees the input of information into the project tracking system

Coordinates aspects of KAR 4:160, Capital Construction Process and ensures all appropriate Board of Education and Kentucky Department of Education approvals are received

Assists in the development of the District’s Facility Plan and acts as liaison with the Kentucky Department of Education and the Local Planning Committee for all submittals and approvals

Oversees all requests for easements from public utilities, governmental agencies, and private industries

Manages easement negotiations with local entities; reviews deeds, contracts, etc. and coordinates with internal and external legal counsel and the Kentucky Department of Education to prepare relevant documents as needed

Coordinates with outside legal counsel, District’s General Counsel, and Kentucky Department of Education to ensure proper execution of agreements

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Assists in land acquisitions and other real estate matters

Acts as liaison with the Kentucky Department of Education for all real estate related submittals

Serves as liaison to Chief Financial Officer or designee(s) and Executive Administrator of Budget or designee(s) in regard to capital construction projects and other assigned areas

Assists in MWBE evaluation of all projects bid through the Facility Planning, Design, & Construction Services department, and tracks MWBE participation for each project from start to finish

Oversees all aspects of the District's Builder's Risk Policy and coordinates claims between the insurance company and the Contractor

Assists with preparations and evaluations of bids for procurement of program goods and services for all component areas as needed, and ensures compliance with District, federal and state regulations

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's degree

Three (3) years of work in finance, accounting, budget development, or business-related area(s)

Knowledge of general financial and business practices

Evidence of ability to organize, plan, and develop budgets and to work cooperatively with staff in financially related functions

Proficient in use and preparation of computerized spreadsheets and relevant computer applications, use of calculator

Good written, oral communication and analytical skills

DESIRABLE QUALIFICATIONS

Ability to handle multiple and shifting priorities and work effectively both individually and as part of a team

Knowledge of computer applications

Evidence of ability to organize, plan, and develop budgets and to work cooperatively with staff in financially related functions

Evidence of ability to work with groups and agencies responsible for and concerned with school budgets

Experience in a diverse workplace



REVISED:
07/01/2024

Submitted:
06/25/2024

JOB TITLE:	COORDINATOR CAPITAL PROJECTS
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8396
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Coordinates the financial operations of the Facilities Planning Department which includes monitoring expenditures and maintaining financial records in accordance with each funding source. Performs quantitative analysis to ensure proper tracking of construction project budgets to completion. Assists and facilitates land/property acquisition and related real estate matters.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Oversees all financial matters of the Facilities Planning Department and works with department director on budget needs, oversight issues, and ensures compliance with Model Procurement regulations

Ensures timely payments for contractors, consultants, and suppliers, and coordinates payment disputes and liens

Monitors financial tracking and advises on bond, annual capital outlay, and annual facility improvement fund projects

Manages and oversees the input of information into the project tracking system

Coordinates aspects of KAR 4:160, Capital Construction Process and ensures all appropriate Board of Education and Kentucky Department of Education approvals are received

Assists in the development of the District's Facility Plan and acts as liaison with the Kentucky Department of Education and the Local Planning Committee for all submittals and approvals

Oversees all requests for easements from public utilities, governmental agencies, and private industries

Manages easement negotiations with local entities; reviews deeds, contracts, etc. and coordinates with internal and

Coordinates with outside legal counsel, District's General Counsel, and Kentucky Department of Education to ensure proper execution of agreements

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Assists in land acquisitions and other real estate matters

Acts as liaison with the Kentucky Department of Education for all real estate related submittals

Serves as liaison to Chief Financial Officer or designee(s) and Executive Administrator of Budget or designee(s) in regard to capital construction projects and other assigned areas

Assists in MWBE evaluation of all projects bid through the Facility Planning, Design, & Construction Services department, and tracks MWBE participation for each project from start to finish

Oversees all aspects of the District's Builder's Risk Policy and coordinates claims between the insurance company and the Contractor

Assists with preparations and evaluations of bids for procurement of program goods and services for all component areas as needed, and ensures compliance with District, federal and state regulations

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's degree

Three (3) years of work in finance, accounting, budget development, or business-related area(s)

Knowledge of general financial and business practices

Evidence of ability to organize, plan, and develop budgets and to work cooperatively with staff in financially related functions

Proficient in use and preparation of computerized spreadsheets and relevant computer applications, use of calculator

Good written, oral communication and analytical skills

DESIRABLE QUALIFICATIONS

Ability to handle multiple and shifting priorities and work effectively both individually and as part of a team

Knowledge of computer applications

Evidence of ability to organize, plan, and develop budgets and to work cooperatively with staff in financially related functions

Evidence of ability to work with groups and agencies responsible for and concerned with school budgets

Experience in a diverse workplace



NEW:
07/01/2024

Submitted:
06/25/2024

JOB TITLE:	COORDINATOR ELECTRICAL
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Performs on-site field inspection of contract work under Facility Planning and/or Capital Improvements Program. The areas of assignment are low, medium and high voltage electrical design and construction.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates and manages electrical construction projects under \$1 million dollars and electrical system replacement projects.
- Oversees architects or engineers during design of small electrical construction projects
- Oversees electrical contractors during construction
- Reviews electrical plans of construction projects to ensure compliance with district standards
- Advises Director of Facility Planning on validity of contractor pay requests
- Review's validity of change order requests for work and payment amount(s) submitted by contractors
- Coordinates schedules with principals, building heads and custodial staff
- Maintains complete and comprehensive job files on each field project assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Holds a current Kentucky electrician's license
- Five (5) years of successful construction experience in field related to assignment
- Capable of reading and understanding contract documents, I.E., drawings, specifications, contracts, etc.

Experience managing multiple electrical projects simultaneously
Basic understanding of project administration processes (construction management)
Background knowledge and interpretation of applicable electrical codes and regulations
Valid driver's license
Demonstrated ability to prepare easily understood verbal or written correspondence
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree or higher in field related to assignment
Experience in a diverse workplace

Footnote
This position is categorically funded, and re-employment is subject to periodic review based on availability of funds and continued need for the project.



~~NEW:~~ REVISED: Submitted:
 01/24/2024 01/23/2024
 07/01/2024 06/25/2024

JOB TITLE:	COORDINATOR ROUTING
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assists in coordinating all aspects of pupil transportation of the District including all District programs, which qualify students for transportation. Responsible for implementing an effective routing system for the District's student transportation plan and to safely transport students who qualify for school bus transportation. Responsible for implementation of an efficient transportation routing system and effective communication between schools, transportation staff, and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assists in coordinating and supervising all aspects of pupil transportation to ensure safe and economical transportation of District students to and from school on a daily basis
- Assists in developing, implementing, and updating District school bus route system
- Assists in assigning routing system to ensure all scheduled bus routes are completed daily
- Maintains compliance with Federal and State regulations and District policies and procedures
- Assists in overseeing daily routing operations
- Assists supervisor in coordinating the scheduling of school bus fleet for maintenance to ensure safe transportation for District students
- Provides effective communication with parents, students, community organizations, news media, and district personnel
- Collaborates with other departments across the District to resolve issues and identify mutually agreeable solutions to student transportation needs
- Establishes and oversees efficiency, services, and safety targets for routes and driver
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

This work is conducted in an office, school-based, and outside setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions inside or outside of the work location. This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crouching. The following physical activities are required occasionally (up to 50% of the workweek): crawling,

driving, kneeling, lifting up to 20 pounds, pushing up to 20 pounds, pulling up to 20 pounds, and standing. Hearing, reaching, talking, and walking are required frequently (up to 75% of the workweek). Feeling, grasping, repetitive motions, and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Two (2) years of experience in pupil transportation activities

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of school system policies and procedures

Knowledge of federal, state and District Pupil Transportation guidelines

Ability to work with groups, agencies, and organizations concerned with District routing

Ability to develop and utilize computer data for transportation

Experience in a diverse workplace



REVISED: 07/01/2024
Submitted: 06/25/2024

JOB TITLE:	COORDINATOR ROUTING
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assists in coordinating all aspects of pupil transportation of the District including all District programs, which qualify students for transportation. Responsible for implementing an effective routing system for the District's student transportation plan and to safely transport students who qualify for school bus transportation. Responsible for implementation of an efficient transportation routing system and effective communication between schools, transportation staff, and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assists in coordinating and supervising all aspects of pupil transportation to ensure safe and economical transportation of District students to and from school on a daily basis
- Assists in developing, implementing, and updating District school bus route system
- Assists in assigning routing system to ensure all scheduled bus routes are completed daily
- Maintains compliance with Federal and State regulations and District policies and procedures
- Assists in overseeing daily routing operations
- Assists supervisor in coordinating the scheduling of school bus fleet for maintenance to ensure safe transportation for District students
- Provides effective communication with parents, students, community organizations, news media, and district personnel
- Collaborates with other departments across the District to resolve issues and identify mutually agreeable solutions to student transportation needs
- Establishes and oversees efficiency, services, and safety targets for routes and driver
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

This work is conducted in an office, school-based, and outside setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions inside or outside of the work location. This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crouching. The following physical activities are required occasionally (up to 50% of the workweek): crawling, driving, kneeling, lifting up to 20 pounds, pushing up to 20 pounds, pulling up to 20 pounds, and standing.

Hearing, reaching, talking, and walking are required frequently (up to 75% of the workweek). Feeling, grasping, repetitive motions, and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Two (2) years of experience in pupil transportation activities

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of school system policies and procedures

Knowledge of federal, state and District Pupil Transportation guidelines

Ability to work with groups, agencies, and organizations concerned with District routing

Ability to develop and utilize computer data for transportation

Experience in a diverse workplace



NEW: Submitted:
06/26/2024 06/25/2024

JOB TITLE:	MECHANIC PT (PART-TIME)
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	1B, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

This is an entry level mechanical position which responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be willing to participate in a continuing educational development program in upgrading technical skills.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Maintains daily work schedule and accurate records of assigned vehicles
- Processes work orders for parts used on vehicles
- Repairs heating, venting, air-conditioning, and electrical systems on all vehicles
- Diagnoses, repairs, or replaces all diesel internal combustion engines
- Repairs interior and/or exterior of vehicles as needed
- Repairs all frames (chassis), transmissions, axles, wheels, brakes, and clutch assemblies
- Repairs and/or replaces the power plant and maintains the engine lubrication system
- Repairs and/or replaces exhaust and fuel systems
- Assumes responsibility of proper use of tools, equipment and standard maintenance and safety inspection
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

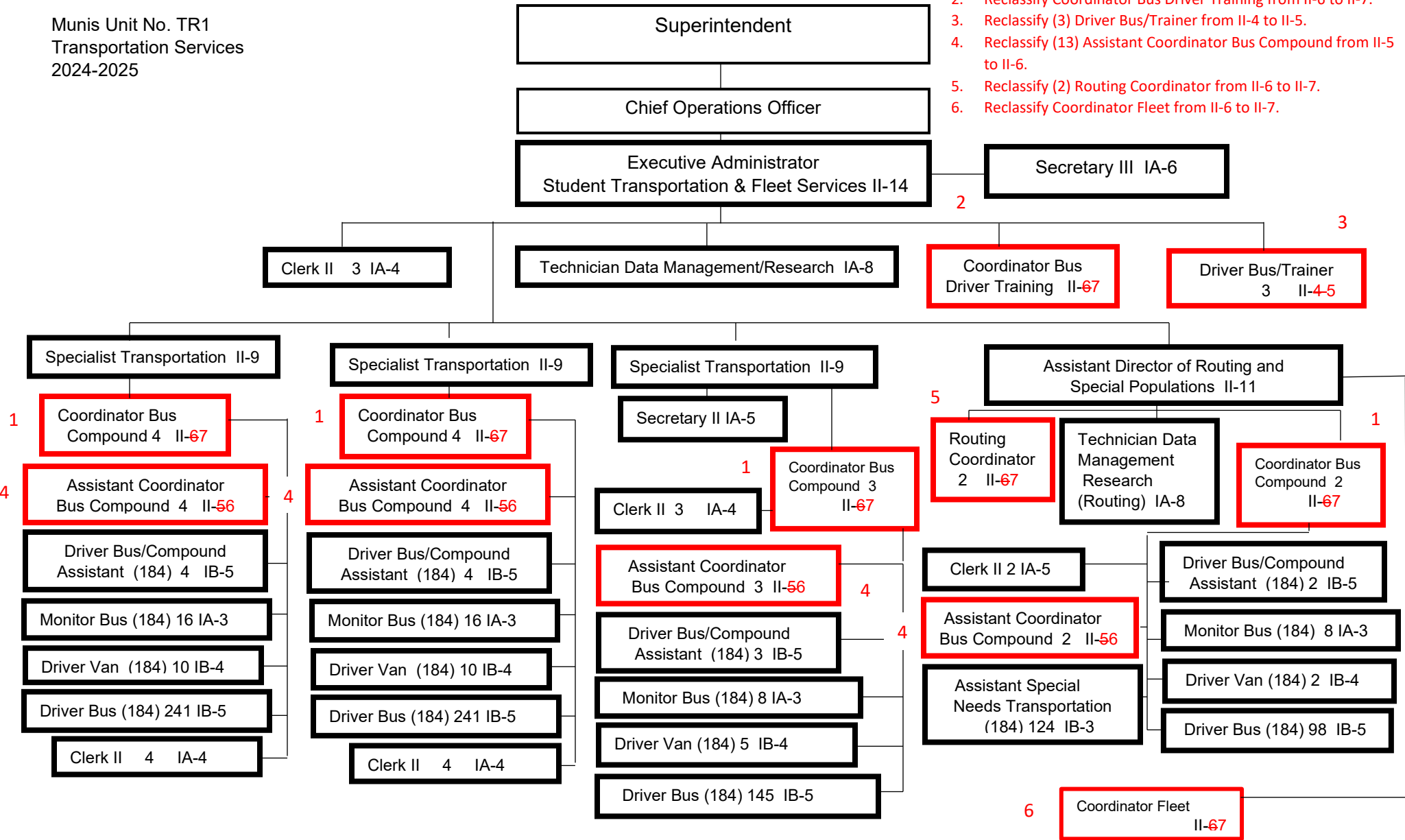
MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.
Working knowledge of gas and diesel buses, truck, and cars
Technical vocational training or commensurate work experience
Ability to secure CDL when eligible (21 years of age)
Effective communication skills

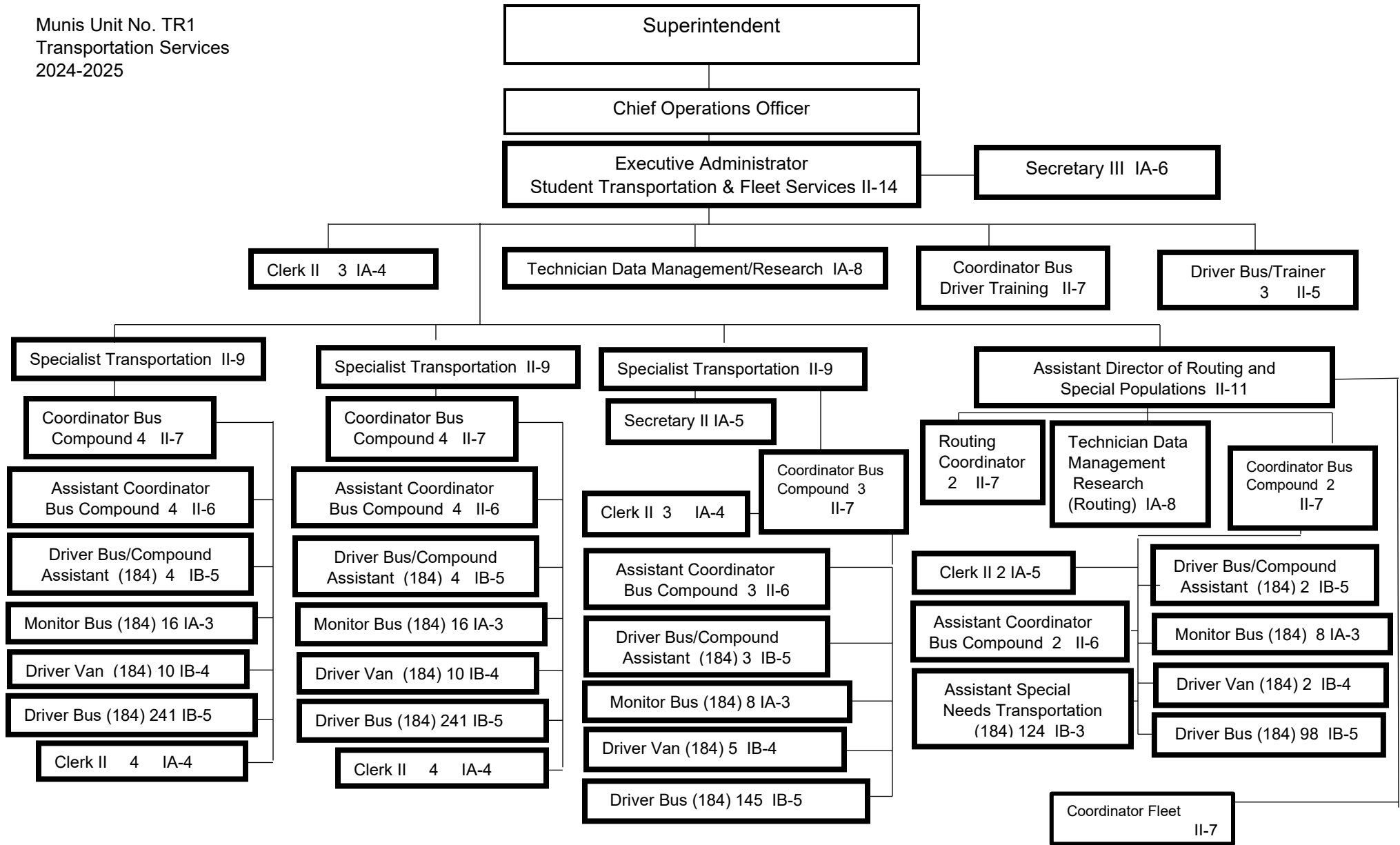
DESIRABLE QUALIFICATIONS

Experience in a diverse workplace
Ability to obtain at least one Automotive Service Excellence certification during the first year of employment

1. Reclassify (13) Coordinator Bus Compound from II-6 to II-7.
2. Reclassify Coordinator Bus Driver Training from II-6 to II-7.
3. Reclassify (3) Driver Bus/Trainer from II-4 to II-5.
4. Reclassify (13) Assistant Coordinator Bus Compound from II-5 to II-6.
5. Reclassify (2) Routing Coordinator from II-6 to II-7.
6. Reclassify Coordinator Fleet from II-6 to II-7.

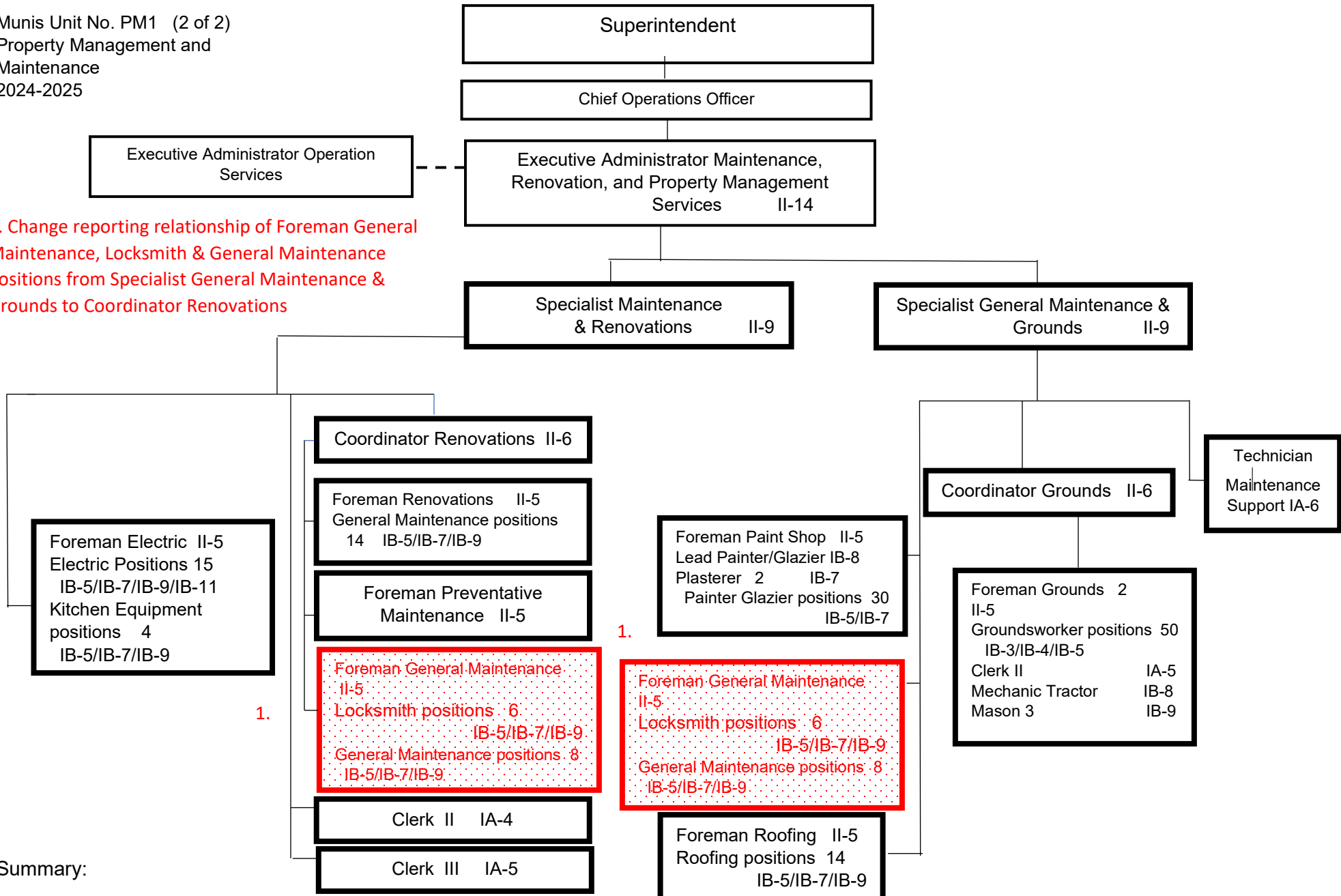


Summary:
 General Fund Positions: 997
 Categorical Fund Positions: 0



Summary:
General Fund Positions: 997
Categorical Fund Positions: 0

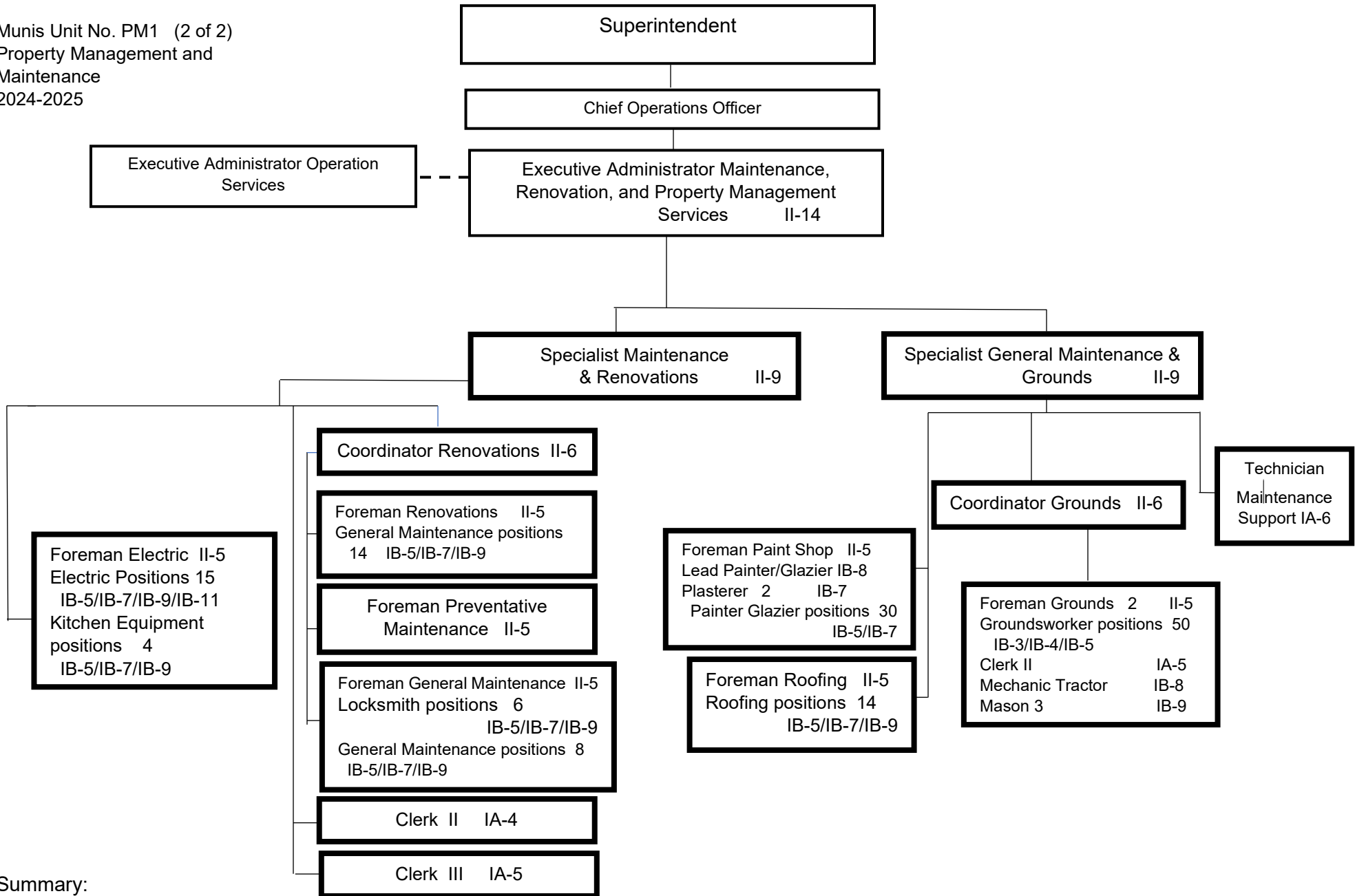
1. Change reporting relationship of Foreman General Maintenance, Locksmith & General Maintenance positions from Specialist General Maintenance & Grounds to Coordinator Renovations



Summary:

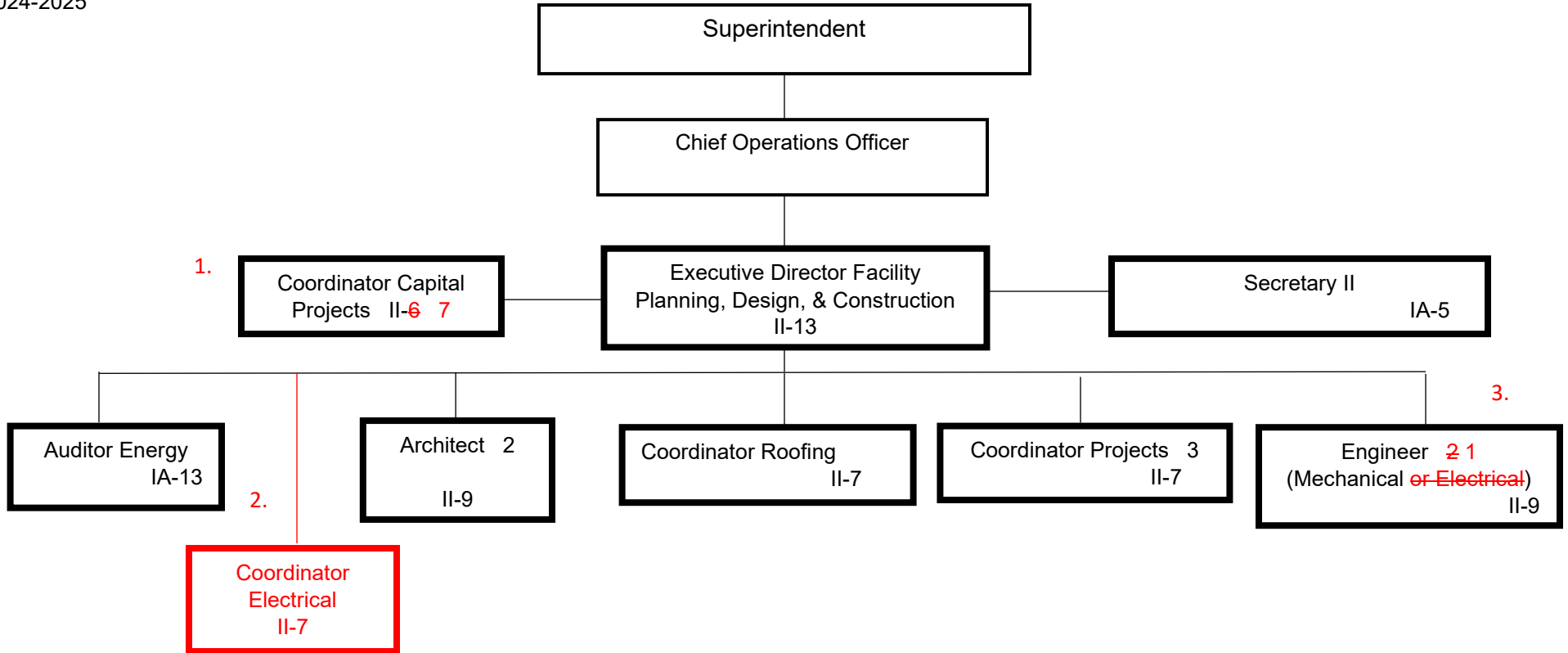
General Fund Positions: 163
 Categorical Fund Positions: 0

Munis Unit No. PM1 (2 of 2)
 Property Management and
 Maintenance
 2024-2025



Summary:

General Fund Positions: 163
 Categorical Fund Positions: 0



1. Reclassify Coordinator Capital Projects from II-6 to II-7
2. Add Coordinator Electrical II-7
3. Delete 1 Engineer Electrical

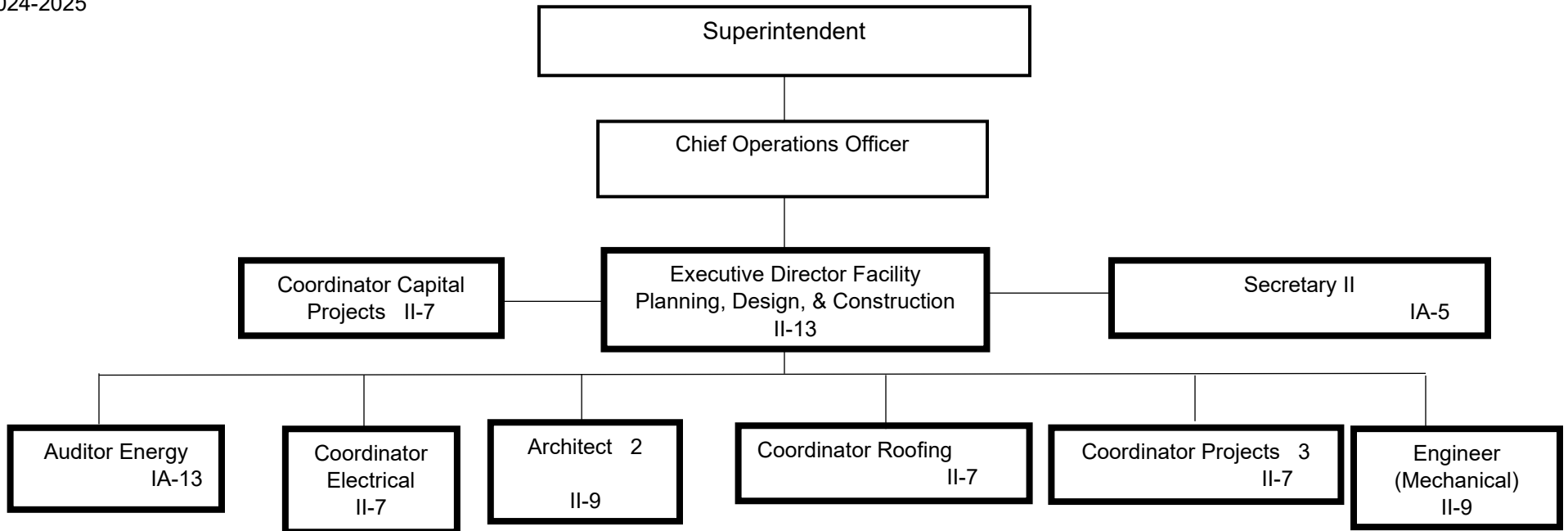
Summary:

General Fund Positions: 12
Categorical Fund Positions: 0

H-7

Submitted: 03/26/2024 06/25/2024
Effective: 07/01/2024

Munis Unit No. FA1
Facility Planning
2024-2025



Summary:

General Fund Positions: 12
Categorical Fund Positions: 0

H-7

Submitted: 06/25/2024
Effective: 07/01/2024