


MEMORANDUM

To: HCS School Board Members
From: Bruce Swanson, HR Director 
Date: November 4, 2010
Re: Request of additional work days

The Henderson County School Board must approve the addition of work days for any job classification. Keegan O'Daniel, Director of Transportation, has requested the position of "Bus Driver Training Coordinator," (Class Code: 7931) be extended in work days from 220 work days to 240 work days. Walt Spencer, Asst Supt for Finance, and I are in agreement with the request to extend the work days for this position. Mr. O'Daniel's request is based on the need for this person to train throughout the year and the present work day contract of 220 days does not allow the needed training to take place. Please review the attachment from Keegan O'Daniel giving his rationale for the request. Virginia Lancaster is presently the "Bus Driver Training Coordinator" and is retiring in December 2010. Due to the need for posting and hiring a person for this position, it is the appropriate time to request additional work days.

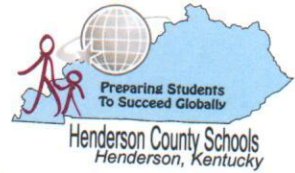
Your approval is greatly appreciated.

Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420

(270) 831-5000 Fax: (270) 831-5009

<http://www.hendersonschools.net>



Bruce Swanson
November 5, 2010

Re: Request – Extend Contracted Days (Driver Training Coordinator – 7931)

Dear Mr. Swanson,

The position of Driver Training Coordinator was established for the Henderson County School System in 2008. At that time the contracted days of 220 was chosen based on Job Description 7931 – Driver Training Coordinator. Now that the job has been executed for the past 2 years, and as the direct supervisor, I'm requesting to extend the contracted days to 240 based on the following constraints:

- This position is now being utilized to provide CPR training for the entire school system increasing the days worked during the summer. When the position was created, this was not the expectation. This past year required 10 days of CPR and First Aid training to fulfill the need for our district.
- When a new bus driver training class needs to be executed during the summer, additional days are required.
- The 3 days state mandated driver trainers summer conference where employees are recertified annually as a driver trainer was not taken into account when the new position was originally established.

Based on these constraints, along with the daily responsibilities while students are in session, I am lead to make this request. Thank you for your time and consideration.

Sincerely,

P. Keegan O'Daniel

P. Keegan O'Daniel

Director of Transportation

Posting No: T063

Henderson County Schools

1805 Second Street

Henderson, KY 42420

Telephone: (270) 831-5000 Fax: (270) 831-5009

JOB VACANCY
POSTING NO. T063

Today's Date: November 4, 2010

SCHOOL: Transportation Department

POSITION OPEN: Bus Driver Training Coordinator (Class Code: 7931)

STARTING DATE: January 3, 2011

REQUIREMENTS: Must be at least 21 years of age, supply proof of a high school diploma, GED, or demonstrated progress towards GED; a physical exam, TB skin test, and a criminal record check; valid Kentucky Commercial driver's license; maintain current certification as a Kentucky School Bus Driver Instructor.

IF YOU HAVE ALREADY MADE APPLICATION AND WISH TO EXPRESS YOUR INTEREST IN ANY POSITION, PLEASE REPLY IN WRITING STATING YOUR NAME, PHONE NUMBER AND THE POSITION TO:

CONTACT: Bruce Swanson, Director of Human Resources

ADDRESS: 1805 Second Street **PHONE** (270) 831-5000

APPLICATION DEADLINE: November 19, 2010

ADDITIONAL INFORMATION: Position is 240 days per year (contingent on Board approval), 8 hours per day. Start rate is \$13.57 per hour or will be commensurate with years of experience and adjustments if filled by someone transferring within our district.

**PLEASE REFER TO THE JOB REGISTER AT CENTRAL OFFICE
FOR ADDITIONAL INFORMATION**

JOBLINE (270) 831-5018

EQUAL OPPORTUNITY EMPLOYER

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: BUS DRIVER TRAINING COORDINATOR

BASIC FUNCTION:

Coordinate, plan and conduct bus driver training programs; perform field investigations of accidents involved with District vehicles.

REPRESENTATIVE DUTIES:

- Coordinate training programs in accordance with the curriculum developed by the Division of Pupil Transportation.
- Coordinate, plan and implement training programs for Basic School Bus Driving Courses; assist and coordinate in-service programs for school bus drivers to assure State certification renewal; conduct safe driving and safe working methods and procedures training programs as specifically required.
- Train and assist new drivers concerning student behavior management issues and situations.
- Assist in the selection and evaluation of bus drivers.
- Drive buses of varying sizes and complexity over designated routes in accordance with time schedules.
- 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 the bus driver certificate; prepare transportation reports.
- Conduct field investigations of vehicular accidents involving school buses and other District owned vehicles as requested; participate as a member of the Accident Review Committee.
- Assist and maintain records and statistics of District vehicle bus accidents.
- 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; set up routes for special education students, perform the duties of the supervisor in the supervisor's absence.
- Assist writing traffic safety curriculum for District drivers.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Safe driving practices and methods.
- Principles, methods, techniques and strategies for the training of school bus drivers.
- Provisions of the State Motor Vehicle Code and applicable laws 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.
- Technical aspects of field of specialty.
- Laws, rules and regulations related to assigned activities.
- Interpersonal skills using tact, patience and courtesy.

KNOWLEDGE OF - continued:

- Principles and practices of supervision and training.

ABILITY TO:

- Coordinate and conduct bus driver training and safety programs.
- Conduct investigations of accidents.
- Maintain accurate records.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Observe legal and defensive driving practices.
- Attend meetings and remain current concerning rules, regulations, policies and laws.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions as assigned.
- Maintain routine records.
- Communicate effectively both orally and in writing.

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 three years experience in the operation of a school bus.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky Commercial driver's license; maintain current certification as a Kentucky School Bus Driver Instructor.