

TITLE:

Transportation Special Needs Consultant

QUALIFICATIONS:

Any combination equivalent to high school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law; a good physical condition without lifting limits as evidenced by a pre-employment physical. Kentucky Driver Trainer Certification; Kentucky School Bus Driver Certificate; 3 years driving experience.

REPORTS TO:

Director of Operations & Community Relations

PRIMARY JOB GOAL:

To operate a school bus on designated routes in accordance with specified time schedules to transport students to and from school and on special events and field trips in accordance with regulations and laws related to pupil transportation in the State. To assist in training all drivers and monitors in regard to regulations governing Kentucky school buses. Be knowledgeable in Statewide and Federal busing regulations as well as local procedures and policies. Perform routine route evaluations. Apply procedures and policies within clearly specified procedures. To help raise community awareness of transportation policies; Maintain driver training records. Participates in Admissions and Release Committee (ARC) meetings and acts as a liaison between the transportation department, school personnel, and parents to ensure effective communication and coordination of student transportation needs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of safe driving practices and provisions of Federal and State Motor Vehicle codes and Kentucky Administration Regulations applicable to the operation of vehicles transporting students; knowledge of First Aid and CPR practices; interpersonal skills using tact and courtesy; ability to operate a school bus over routes in accordance with time schedules, loading and unloading students; proficient in pupil management; ability to maintain assigned vehicle in a clean and safe operating condition; ability to recognize equipment malfunctions and take appropriate action; ability to maintain routine records; ability to establish and maintain cooperative and effective working relationships with the entire school community; ability to meet schedules and timelines; ability to communicate effectively both orally and in writing; ability to learn, apply, and explain rules, regulations, policies, and procedures; ability to observe legal and defensive driving practices; the ability to do bus driver classroom training as well as driver training on the bus; the ability to train in the schools, as well as in the community; demonstrates knowledge of various disabilities and implements effective strategies to support students within the educational environment; considerable patience and ability to work effectively with children, young adults, and faculty members; ability to communicate clearly and concisely.

PERFORMANCE RESPONSIBILITIES:

- Train departmentally; keep training records updated.
- Maintain accurate special education transportation bus logs
- Evaluate bus routes and driver performance.
- Communicate with school personnel as needed.
- Drive a school bus over designated routes in accordance with specified time schedules to transport students to and from school and on special events and field trips in accordance with regulations and laws related to pupil transportation in the State.
- Maintain the bus in a safe operating condition by following prescribed pre-trip vehicle inspections and driver maintenance.

- Maintain order and discipline among students on the bus following District policies and procedures. Interact with parents regarding questions, concerns and disputes.
- Perform emergency bus evacuation drills as required by Kentucky Administration Regulations.
- Provide paraprofessional support to special education students in the classroom as needed.
- Observe applicable local, State and Federal laws, policies, procedures and guidelines.
- Attend safety and preventive emergency meetings when required.
- Perform first aid and CPR according to established guidelines and procedures.
- Perform related duties and assume other responsibilities as may be assigned by the Transportation Director, Director of Special Education and Superintendent.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:

activities:

ACTIVITY	FREQUENCY		# OF HOURS A DAY								
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8+
a. Sitting	X	X				X					
b. Walking	X	X				X					
c. Standing	X	X				X					
d. Bending		X	X								
e. Squatting		X	X								
f. Climbing		X	X								
g. Kneeling		X	X								
h. Twisting		X	X								
i. Lifting		X	X								

LIFTING

_____ 0-10 lbs. _____ 11-15 lbs. _____ 16-30 lbs. X Over 31 lbs.

2a. HAND MANIPULATION REQUIRED? X Yes (If yes, complete 2a,2b,2c,2d,2e)
_____ No

2b. Repetitive hand movements? X Yes _____ No

2c. Simple Grasping?	Right Hand Yes <u> X </u> No _____	Left Hand Yes <u> X </u> No _____
2d. Power Grasping?	Right Hand Yes <u> X </u> No _____	Left Hand Yes <u> X </u> No _____
2e. Pushing Pulling?	Right Hand Yes <u> X </u> No _____	Left Hand Yes <u> X </u> No _____
2f. Fine Manipulation:	Right Hand Yes <u> X </u> No _____	Left Hand Yes <u> X </u> No _____

3. (a) Does the job require worker to reach or work above the shoulder? X Yes _____ No

Frequency? daily

(b) Reaching at or below shoulder level? X Yes _____ No

Frequency? daily

4. Does the job require use of his/her feet to operate foot controls or repetitive movement? X Yes _____ No

5. Are there special visual or auditory requirements? X Yes _____ No

If yes, please describe (i.e. working with computer terminal): driving/safety of students based on various scenarios

WORK ENVIRONMENT:

- a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? X Yes No
- b. Is the employee exposed to fumes or airborne particles? X Yes No
If yes, please specify: bus exhaust fumes

BLOOD/FLUID EXPOSURE RISK: (check the right category)

 Category I: Tasks involve exposure to blood, fluid, or tissue

 X Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I tasks.

 Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

TERMS OF EMPLOYMENT:

Up to 200 days per year; up to 8 hours per day; salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Classified Personnel.

Date of Approval: April 24, 2025

I have read and understand the terms set forth in this job description.

Signature of Employee _____

Date Signed _____