



FLOYD COUNTY BOARD OF EDUCATION
Tonya Horne-Williams, Superintendent
442 KY RT 550
Eastern, KY 41622
Telephone (606) 886-2354 Fax (606) 886-4550
www.floyd.kyschools.us

William Newsome, Jr., Board Chair - District 3
Linda C. Gearheart, Vice-Chair - District 1
Dr. Chandra Varia, Member- District 2
Keith Smallwood, Member - District 4
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Consent Agenda Item (Action Item): Create a position for Transportation Area Assistant to replace the Secretary II.

Applicable State or Regulations: 01.11

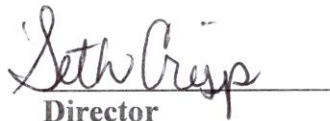
Fiscal/Budgetary Impact: The new position will be based upon the attached salary schedule. to the current salary that is accompanied with Secretary II and will have minimal increases in the following years up to year 40.

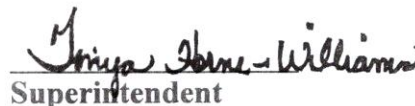
History/Background: Transportation is vital to any school system. A person must possess imperative skills in this branch of education to adequately assist in making sure all students get to and from locations in a safe and efficient manner.

Recommended Action: Recommend replacing the position of Secretary II at the Transportation department and replacing it with Position

Contact Person(s):

Seth Crisp


Director


Superintendent

Date:

11/6/25

Year 0	28,531
Year 1	28,531
Year 2	28,531
Year 3	28,531
Year 4	28,531
Year 5	34,842
Year 6	34,842
Year 7	34,842
Year 8	34,842
Year 9	34,842
Year 10	40,086
Year 11	40,086
Year 12	40,086
Year 13	40,086
Year 14	40,086
Year 15	41,236
Year 16	41,236
Year 17	41,236
Year 18	41,236
Year 19	41,236
Year 20	42,456
Year 21	42,456
Year 22	42,456
Year 23	42,456
Year 24	42,456
Year 25	42,456
Year 26	44,126
Year 27	44,126
Year 28	44,126
Year 29	44,126
Year 30	44,126
Year 31	46,034

Year 32	+	46,034
Year 33	+	46,034
Year 34	+	46,034
Year 35	+	46,034
Year 36	+	48,653
Year 37	+	48,653
Year 38	+	48,653
Year 39	+	48,653
Year 40	+	48,653

AREA: TRANSPORTATION

Summary Class Code: 7904

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: TRANSPORTATION AREA ASSISTANT

BASIC FUNCTION:

Coordinate the activities and operations of student transportation in an assigned geographical area of the school District; transfer regular, advance, traditional, extracurricular and handicapped students.

REPRESENTATIVE DUTIES:

- Develop knowledge of areas assigned including location of streets, new developments, schools, and school District boundaries; develop an awareness of traffic patterns within the area.
- Assist other personnel in establishing and preparing routes.
- Instruct drivers on individual route assignments; maintain current records of routes and route changes within the area.
- Consolidate routes and other route changes within an assigned area.
- Assist drivers, principals and the public in solving routing issues; resolve student transportation issues with parents, principals and other school administrators.
- Assign substitute and stand-by drivers; assure bus routes are covered.
- Assist in training and retraining bus drivers.
- Assist in attendance and payroll procedures.
- Assist in compiling statistical records.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern practices, procedures and equipment for the operation of a school district transportation system.
- Provisions of the Kentucky Motor Vehicle Code and the Kentucky Administrative Regulations applicable to the operation of vehicles used to transport students.
- Special transportation State reimbursements.
- Safe driving practices.
- Principles of efficient and economical bus routing techniques and scheduling of employees.
- Rules and regulations affecting school district transportation department.
- Geographic and topographic characteristics of community served by the District.
- Record-keeping techniques.
- Bus driving techniques and safety.

ABILITY TO:

- Plan and coordinate regular bus schedules and organize emergency routing as needed to transport students to and from school and athletic events and on field trips.
- Resolve student transportation issues with parents, principals and other school administrators.

ABILITY TO - continued:

- Coordinate, develop and implement an efficient student transportation system and develop and schedule efficient bus route systems.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Modern office practices, procedures and equipment.
- 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 including three years of responsible experience in student transportation or related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky Commercial Class B driver's license.