

MARION COUNTY JOB DESCRIPTION

Position Title: Bus Driver Trainer

Class Code: **7933, 8933**

Department: Garage

Reports To: Transportation Director

Approved By: Marion County Board of Education Date: November, 2010

SUMMARY: Conduct on-the-road and class room phases of bus driver training courses; plan, implement and instruct safety programs for District bus drivers; to assure State laws, regulations and local board policies are met.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Conduct driver-training instruction in accordance with the curriculum developed by the Division of Pupil Transportation.

Conduct the annual eight-hour update as required by Kentucky Administration Regulations.

Evaluate driving performance of bus drivers who are experiencing traffic safety problems.

Train and assist new drivers concerning student behavior management problems and situations.

Coordinate communication between field drivers

Drive buses of varying sizes and complexity over designated routes in accordance with time schedules as assigned.

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 bus driver certificate; operate computer terminal; prepare transportation reports.

Conduct school bus driver certificate renewal training programs; conduct safe driving and safe working methods and procedures training programs periodically and as specifically required.

Attend and conduct safety meetings and attend workshops to remain current concerning driving regulations and laws.

Dispatch drivers; provide work direction to Bus Drivers; set up routes for special education students

Implement safety program as required by the State Department of Education.

Receive documents, investigate and make recommendations on complaints from parents, school personnel and driver and monitors.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCES: High school diploma or general education

degree (GED) and two years experience in the operation of a school bus.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Must have a license for CDL, driver's license and maintain current certification as a Kentucky School Bus Driver Instructor.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet and noisy environments.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical bus and equipment. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually loud and occasionally very loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.