

SECTION SUPERVISOR/LEAD DRIVER TRAINER

Class Code: 8933

TITLE: Section Supervisor/LEAD Driver Trainer
Grade 16

REPORTS TO: Director Transportation

SUPERVISES:

JOB FUNCTION: Supervise the functions of a Section of school bus drivers and monitors. Coordinate, plan and conduct Bus Driver and Bus Monitor training and evaluation programs.

DUTIES AND RESPONSIBILITIES:

- Provide daily supervision of assigned drivers and monitors to ensure proper and consistent performance of duties.
- Coordinate training programs in accordance with the curriculum developed by the KDE Division of Pupil Transportation.
- Coordinate, plan and implement training programs for Basic School Bus Driving Courses; assist with in-service programs for school bus drivers and monitors to assure State certification renewal; conduct safe driving and safe working methods and procedures training programs as specifically required.
- Train and assist drivers and monitors concerning student behavior management issues and work related situations. Train drivers and monitors in proper wheelchair securement and special needs student requirements. Train, supervise and evaluate the performance of assigned personnel; schedule and assign work; counsel and recommend disciplinary actions and recommend removal of applicants from the training program, as appropriate.
- Assist in the selection and evaluation of bus drivers and bus monitors.
- Drive buses of varying sizes and complexity over designated routes in accordance with time schedules.
- Prepare and maintain a variety of bus driver records
- Conduct field investigations of vehicular accidents involving school buses; participate as a member of the Incident Review Committee as requested.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Maintain records and statistics of District school bus drivers and bus monitors.
- Assist transportation manager as required; Perform the work of Supervisor in the Supervisor's absence.
- Assist writing traffic safety curriculum for District drivers.
- Maintains regular attendance.
- Perform other 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.
- Principles and practices of supervision and training.
- Microsoft office programs

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
- Maintain routine records.
- Communicate effectively both orally and in writing.

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EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. Certificate and two years' experience in the operation of a school bus.

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky Commercial Class B driver's license; must have a Commercial Drivers License (CDL) with school bus endorsement; maintain current certification as a Kentucky School Bus Driver Instructor.

Original Date: 01/1999

Revision Date: 02/2012