

## LOCAL DISTRICT CLASSIFICATION PLAN

### CLASS TITLE: TRANSPORTATION MANAGER

#### BASIC FUNCTION:

Organize, plan, direct and implement operations and activities involved in student transportation; communicate with parents, community representatives, local officials and the general public.

#### REPRESENTATIVE DUTIES:

- Organize, plan, direct and implement operations and activities involved in student transportation to assure safe and effective transportation services.
- Plan and direct pre-service and in-service training of bus drivers in cooperation with staff development and safety/security units; provide leadership for development of vehicle safety program.
- Plan and approve transportation route and bus stop locations in cooperation with school principals and other school personnel involved.
- Interview driver applicants; recommend drivers for employment and dismissal.
- Train, assign, direct, review and evaluate work of assigned employees.
- Inspect and diagnose mechanical defects in machines and equipment.
- Communicate with parents, community representatives, local officials and the general public; coordinate communications and information and promote positive relationships.
- Receive and resolve issues, concerns and complaints concerning student transportation services; direct to appropriate personnel and monitor resolution.
- Assist with budget preparation as required; monitor and control budget according to established guidelines.
- Prepare required reports and assure the preparation and maintenance of department records; prepare and deliver oral reports as required.
- Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

- Laws, rules, regulations and guidelines governing student transportation.
- Policies and procedures concerning time lines and routing of buses.
- Streets and distances involved in routing buses.
- Requirements of a variety of training programs.
- Principles and practices of supervision and training.
- Oral and written communication skills.
- Basic methods involving budget monitoring and control.

##### ABILITY TO:

- Plan and direct training programs.
- Plan and approve transportation routes and bus stops.
- Assure department meets legal requirements concerning student transportation.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.

**ABILITY TO - continued:**

- Train, supervise and evaluate personnel.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively with those contacted in the course of work within and outside the District.
- Coordinate and disseminate information.
- Prepare and deliver oral presentations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: college-level training in transportation and four years experience in transportation activities including at least one year in a lead or supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid                                      Kentucky                                      driver's                                      license.







## LOCAL DISTRICT CLASSIFICATION PLAN

### CLASS TITLE: DISPATCHER

#### BASIC FUNCTION:

Perform dispatching and clerical support duties for assigned department.

#### REPRESENTATIVE DUTIES:

- Operate two-way radio base stations; operate paging system as required; record radio communications as required.
- Communicate with department employees, dispatching to needed locations to respond to routine requests or emergency situations.
- Monitor special equipment as assigned and maintain appropriate records.
- Maintain or assist in maintaining assigned files and records; receive and process information according to established guidelines and procedures.
- Communicate with outside organizations, businesses, government organizations, local police and others as appropriate; communicate with Board members as necessary.
- Communicate with parents, supervisors, school administrators and department employees; receive requests, questions, concerns and suggestions and provide routine information and assistance or route to appropriate personnel.
- Maintain current knowledge of routes and locations to assure timely services and accurate information.
- Perform a variety of clerical support duties as assigned; type correspondence, memos and other items; compile data from clearly defined sources and prepare reports; answer telephone, route calls or messages; prepare and process requisitions; distribute mail.
- Operate standard office machines.
- Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Operation of a two-way radio and standard office machines.
- Telephone techniques and etiquette.

##### ABILITY TO:

- Perform dispatching and clerical support duties for assigned department.
- Speak clearly and distinctly.
- Learn and apply applicable department rules, regulations, policies and procedures.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Type at an acceptable rate of speed.
- Work cooperatively with others.

**ABILITY TO - continued:**

- Maintain routine records.
- Analyze situations accurately and adopt an effective course of action.
- Operate standard office equipment.

**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 one year radio dispatching experience.





## LOCAL DISTRICT CLASSIFICATION PLAN

### CLASS TITLE: VEHICLE MAINTENANCE MANAGER

#### BASIC FUNCTION:

Plan, organize, coordinate and direct the repair and servicing of school buses, trucks and other gas and diesel-powered automotive equipment; coordinate purchasing, dispersing and accounting functions.

#### REPRESENTATIVE DUTIES:

- Plan, organize, coordinate and direct activities of assigned personnel; perform additional supervisory duties in the absence of the Director.
- Assign, supervise and participate in major and minor mechanical repairs on buses and other light motorized equipment; diagnose diesel internal combustion engine maintenance problems.
- Supervise scheduling for preventive maintenance of vehicles.
- Diagnose, supervise and participate in skilled and semi-skilled repairs of mechanical defects in buses, automobiles, trucks and other gas and diesel-powered automotive equipment.
- Determine priority of work orders and their assignment to personnel; plan, organize and schedule workflow of trades employees as assigned; advise and assist assigned personnel; assure timely completion of work.
- Maintain records and reports as necessary; coordinate purchasing, dispersing and accounting functions; monitor and control budget as assigned.
- Conduct in-service training programs for employees and equipment suppliers for new techniques in mechanical repairs.
- Assist in the selection of new employees; train, supervise and evaluate assigned employees; recommend disciplinary action or promotion when appropriate; review completed work and provide feedback as necessary.
- Attend meetings, seminars, training classes and maintenance clinics.
- Initiate requisition for materials and equipment; authorize small purchases from local vendors; maintain adequate inventory of parts, equipment and supplies used in repairing and servicing motorized vehicles.
- Assure proper use of tools, tool room equipment, maintenance and safety practices.
- Establish and implement prudent shop safety policies and procedures.
- Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

- Tools, equipment and procedures used in the general overhaul, repairs and maintenance of automotive equipment.
- Principles of internal combustion engines.
- Basic technologies involved in electrical, hydraulics and fuel systems.
- Record-keeping techniques.
- Complete bus, truck and cab vehicle maintenance operation.

**KNOWLEDGE OF - continued:**

- Health and safety regulations.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience and courtesy.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Gasoline and diesel engines.
- Principles and practices of supervision and training.

**ABILITY TO:**

- Coordinate, supervise and participate in the repair and servicing of school buses, trucks and other automotive equipment.
- Diagnose malfunctions of and make mechanical repairs to a variety of vehicle equipment.
- Operate equipment used in repairing or servicing motorized equipment.
- Coordinate activities with other maintenance sections.
- Supervise, train and evaluate others.
- Evaluate quality of work performed by subordinates.
- Set priorities, schedule and assign work.
- Make arithmetic calculations quickly and accurately.
- 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.
- 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 five years increasingly responsible experience in the repair and maintenance of light and heavy automotive and power-driven equipment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky Commercial Class B driver's license; ASE Certification.

## **LOCAL DISTRICT CLASSIFICATION PLAN**

### **CLASS TITLE: BUS DRIVER TRAINER**

#### **BASIC FUNCTION:**

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.

#### **REPRESENTATIVE DUTIES:**

- 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; monitor office and mechanical staff.
- 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.
- 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.
- Implement safety program as required by the State Department of Education.
- Prepare billing and payroll for special trips as required.
- Receive documents, investigate and make recommendations on complaints from parents, school personnel and driver and monitors.
- Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Safe driving practices and methods.
- Principles, methods, techniques and strategies for training of school bus drivers.

**KNOWLEDGE OF - continued:**

- Provisions of the Kentucky Motor Vehicle Code and laws applicable 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.

**ABILITY TO:**

- Conduct bus driver training and safety programs.
- Operate a school bus over designated routes.
- 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.
- Possess certification with the division of Pupil Transportation.

**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 two years experience in the operation of a school bus.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky Commercial driver's license; School Bus Certificate; completion and maintenance of certification by State Department of Education School Bus Driver Instructor Course.





## LOCAL DISTRICT CLASSIFICATION PLAN

### CLASS TITLE: BUS DRIVER

### BASIC FUNCTION:

Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students; provide safe and efficient transportation for District students to and from school, special events and field trips; perform daily inspections and operator maintenance of vehicle; assist in the loading and unloading of physically and mentally handicapped students as necessary.

### REPRESENTATIVE DUTIES:

- Drive a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation in the State following specified schedules; transport students to and from school, special events and field trips.
- Pick up and discharge students, under varying weather conditions, at established bus stops; report incidents which affect the safety of students.
- Maintain bus in a safe operating condition through prescribed daily vehicle inspections and driver maintenance including cleaning windows, mirrors and bus interior; check and maintain fuel, oil and water levels; check brakes, brake lights and doors; report mechanical defects and malfunctions to appropriate personnel.
- Maintain order and discipline among students on bus following District policies and procedures regarding disciplining of students and contact with school officials, parents and the public; interact with parents regarding questions, concerns and disputes.
- Perform emergency bus evacuation drills as required by Kentucky Administration Regulations.
- Transport physically handicapped and mentally handicapped children to and from designated locations; lift and secure wheel chairs; assist in the loading and unloading of handicapped children as necessary.
- Observe applicable local, State and federal policies, procedures and guidelines.
- Fuel and clean exterior and interior of buses including picking up debris, sweeping and mopping floor, wiping upholstery and cleaning headlights.
- Maintain records concerning vehicle maintenance, miles driven and number of children transported and other related matters; prepare student conduct, incident and accident reports.
- Attend safety and preventive emergency meetings when required.
- Utilize two-way radio for bus to bus and bus to base communication.
- Perform first aid according to established guidelines and procedures.
- Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

- Safe driving practices.
- Provisions of the State Motor Vehicle code and Kentucky Administration Regulations applicable to the operation of vehicles transporting students.

**KNOWLEDGE OF - continued:**

- First aid practices.
- Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

- Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students.
- Maintain order and discipline among students while driving a school bus.
- Maintain assigned vehicle in a clean and safe operating condition.
- Recognize equipment malfunctions and take appropriate action.
- Learn designated bus routes including stops and traffic hazards.
- Maintain routine records.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Learn, apply and explain rules, regulations, policies and procedures.
- Observe legal and defensive driving practices.
- Assist in loading and unloading handicapped children as necessary.

**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 one year experience in the operation of a motor vehicle.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky Commercial Class B driver's license, including passenger endorsement; School Bus Certificate; must pass driving record check.



## LOCAL DISTRICT CLASSIFICATION PLAN

### CLASS TITLE: BUS MONITOR

#### BASIC FUNCTION:

Assist school bus driver in maintaining discipline while bus is in operation; maintain proper records and documentation; assist student loading, unloading and seating arrangements as required.

#### REPRESENTATIVE DUTIES:

- Assist the bus driver in maintaining discipline on school bus; monitor and assist students while bus is in operation.
- Consult with and assist bus driver in documentation of student information, record-keeping and completing route surveys.
- Assist driver in assuring seat belts, harnesses and wheel chair clamps are secured as required.
- Assist parents and school personnel with safe loading and unloading of students; coordinate seating of pre-kindergarten students as required by State Transportation Guidelines.
- Communicate with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate.
- Maintain current knowledge of Emergency Evacuation procedures.
- Assist handicapped children on and off the bus and escort children across street upon return home; lift children as required; assure responsible adult meets students leaving the bus.
- Attend in-service meetings and training courses as assigned.
- Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

- Safe practices concerning school bus transportation.
- Basic record-keeping techniques.
- Applicable sections of the KAR and other applicable laws.
- Health and safety regulations.

##### ABILITY TO:

- Maintain proper records and documentation.
- Assist student loading, unloading and seating arrangements as required.
- Understand and relate to children with special needs.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Lift students according to established guidelines.
- Maintain current knowledge of Emergency Evacuation procedures.
- Maintain routine records.
- Observe health and safety regulations.

**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.

## LOCAL DISTRICT CLASSIFICATION PLAN

### CLASS TITLE: BUS MONITOR - EXCEPTIONAL CHILD

#### BASIC FUNCTION:

Ride a school bus for exceptional children and assist school bus driver in maintaining discipline while bus is in operation; operate mechanical lift.

#### REPRESENTATIVE DUTIES:

- Assist exceptional children on and off the bus and escort children across street upon return home; lift children as required; assure responsible adult meets students leaving the bus.
- Operate equipment, including wheelchairs, tie-downs, seat belts, harnesses, mechanical lift and other adaptive equipment as necessary.
- Assist driver in assuring seat belts, harnesses and wheel chair clamps are secured as required.
- Assist parents and school personnel with safe loading and unloading of students; coordinate seating of exceptional students as required by State Transportation Guidelines.
- Consult with and assist bus driver in documentation of student information, record-keeping and completing route surveys.
- Attend in-service meetings and training courses as assigned.
- Monitor and assist students while bus is in operation.
- Maintain current knowledge of Emergency Evacuation procedures.
- Communicate with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate.
- Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

- Operation of mechanical lift, wheel chairs, seat belts, restraining harnesses and wheel chair clamping devices.
- Safe practices concerning school bus transportation.
- Problems and concerns of students with special needs.
- Basic record-keeping techniques.
- Applicable sections of the Kentucky Administration Regulations and other applicable laws.
- Health and safety regulations.

##### ABILITY TO:

- Drive a school bus for children with special needs and assist school bus driver in maintaining discipline while bus is in operation assuring safety of students.
- Maintain proper records and documentation.
- Assist student loading, unloading and seating arrangements as required.
- Understand and relate to children with special needs.

**ABILITY TO -continued:**

- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Lift students according to established guidelines.
- Maintain current knowledge of Emergency Evacuation procedures.
- Maintain routine records.
- Observe health and safety regulations.

**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.

**LICENSES AND OTHER REQUIREMENTS:**

Some positions in this class may be required to learn basic sign language.