



NEW: 07/01/2024  
 Submitted: 03/26/2024

JOB TITLE:	BUS TRAINEE TEMP
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	6 SUB-29
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	SUBC

**SCOPE OF RESPONSIBILITIES**

Attends class in order to establish a commercial driver license, including Kentucky state bus driver certification. With a CDL permit, may be assigned to shadow at the compound or perform van driver duties by the area coordinator or the assistant area coordinator.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

With a CDL, operates the school bus in accordance with all laws, rules and regulations of the State Board of Education and the Jefferson County Public Schools

For training purposes, adheres to schedule and routes provided by transportation services

Reports promptly to the area/assistant coordinator if unable to perform assigned duties to allow adequate time for coverage

Utilizes acceptable student management techniques and follows established procedures for reporting student management concerns

Reports all accidents and/or injuries to assigned compound and transportation offices

Submits required reports and attends meetings when required by administrative staff

Completes appropriate form to report all vehicle safety and mechanical concerns

Provides effective communication with parents, students, community organizations, and District personnel

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

**PHYSICAL DEMANDS**

This work is completed outside of a building. This position has outside environmental conditions with no protection from weather conditions, temperature changes, or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, crawling, and crouching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 75 lbs., pulling up to 75 lbs., and pushing up to 75 lbs. Bending, crouching, feeling, grasping, hearing, kneeling and talking are required frequently (up to 75% of the workweek). Driving, reaching, standing, repetitive motions, walking and visual acuity are required constantly (up to 100% of the workweek).

**MINIMUM QUALIFICATIONS**

High School Diploma or G.E.D

Valid Kentucky or Indiana driver's license with evidence of good driving record

Must be 21 years of age
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<b>DESIRABLE QUALIFICATIONS</b>
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Knowledge of school system policies and procedures
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Experience in working with children
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Effective communication skills
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Experience in a diverse workplace
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