



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

KDE SCHOOL BUS SAFETY SPECIALIST

Job Number: 21005478

Job Code: 53710V251016

Job Group: 5300 - EDUCATIONAL ADMINISTRATIVE

Job Established: 10/16/2025

Job Revised:

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Oversees safety standards for all school buses, garages, mechanics, and inspectors in Kentucky public school districts to ensure compliance with applicable state and federal laws and regulations; performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with an associate's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Five years of experience in the maintenance, regulation, safety or engineering design of an automotive or diesel related industry or in the operation of a vehicle that requires a Class A or higher commercial license.

Substitute EDUCATION for EXPERIENCE:

Additional automotive/diesel technical or vocational school training will substitute for the experience on a year-for-year basis. Current or previous certification as an Automotive Service Excellence (ASE) Master Mechanic will substitute for four years of the required experience.

Substitute EXPERIENCE for EDUCATION:

Additional experience in maintenance, , regulation, safety or engineering design of an automotive or diesel related industry or in the operation of a vehicle that requires a Class A or higher commercial license will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to employment in this job classification. Must maintain any required licensure(s),

certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Oversees the inspector training program. Interprets state and federal statutes and regulations regarding compliance with school bus inspections. Trains and certifies all new bus inspector trainers. Adds, amends, and interprets bus specifications. Develops and modifies training curriculum. Provides required renewal trainings for existing inspector-trainers and inspectors annually. Performs audits and assists personal service contractors in the audit of school bus garages, buses, mechanics, and inspection staff to ensure compliance with the Kentucky Department of Education, Pupil Transportation related laws, regulations, federal and other guidelines. Provides technical assistance to all public school districts in the procurement of school buses. Makes recommendations to the Kentucky School Bus Specifications Committee to improve safety standards. Ensures compliance with Kentucky School Bus specifications for all new model year school buses at factory. Decommission school buses which fail safety inspections. Monitors buses sold in Kentucky for continued compliance with standards. Prohibits sales of school buses out of specification. Attends conferences, visits school districts, makes presentations to school bus community providing updates to safety, law changes, and guidelines.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Typical working conditions for a specific position may be listed on the individual position description.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.