#  Class Code: 7934

**LOCAL DISTRICT CLASSIFICATION PLAN**

## CLASS TITLE: THIRD PARTY EXAMINER

**BASIC FUNCTION:**

 Administer the Commercial Driver License (CDL) Skills Test to qualified drivers in several counties as assigned by the State.

**REPRESENTATIVE DUTIES:**

* Implement all rules and regulations, policies and administrative guidelines as adopted by the Board of Education.
* Schedule and administer the Commercial Driver License Skills Test to qualified drivers.
* Assure proper compliance with federal, State and local laws related to bus transportation; assist local school official in meeting the requirements of laws, regulations and policies.
* Prepare and maintain information, records and data related to assigned activities; report information, records and data to proper authorities as assigned; maintain confidentiality of records and information concerning the CDL and personnel records.
* Communicate with County Schools Divisions of Transportation, Kentucky Department of Education and the Kentucky State Police to resolve issues or concerns, exchange information or coordinate activities.
* Attend professional development meetings related to assigned activities as directed; travel to school systems as directed.
* Advise school authorities in the assigned school districts of potential issues and concerns.
* Serve as a liaison between the assigned school systems and various state agencies.
* Duties will be performed for the McCracken County Board of Education along with other counties assigned by the State Department of Education, Pupil Transportation, and the Kentucky State Police.
* Perform related duties as assigned.
* Remain at work during the entire workday unless excused by immediate supervisor or designated representative.
* Maintain a professional appearance.
* Incorporate the use of technology in daily tasks.
* Maintain regular attendance.
* Adhere to the Professional Code of Ethics.

**Third Party Examiner - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

 **KNOWLEDGE OF:**

* Federal, State and local laws, rules and regulations related to assigned activities.
* Commercial Driver License requirements.
* Record-keeping techniques.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.

 **ABILITY TO:**

* Administer the Commercial Driver License Skills Test to qualified drivers.
* Communicate effectively both orally and in writing.
* Work cooperatively with others.
* Maintain routine records.
* Prioritize and schedule work.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Maintain confidentiality of personnel and CDL records.
* Be punctual and prepared for duties, utilize time appropriately, and maintain good attendance.

**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:**

 Valid Kentucky driver's license; obtain a Commercial Driver License. Successful completion of Third Party Examiner Test. Successful passing of criminal record check. Meet State-mandated requirements for school bus drivers. Must presently be a Kentucky Certified Driver Training Instructor.

**Third Party Examiner - Continued Page 3**

**PHYSICAL DEMANDS:** ►

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Seldom/Rare** | **Occasional****(up to 1/3 of work day)** | **Frequent****(1/3 to 2/3 of work day)** | **Repetitive****(2/3 or more of work day)** |
| Standing/Walking |  | ► |  |  |
| Sitting |  |  |  | ► |
| Handle/Finger/Feel |  |  | ► |  |
| Reach/Push/Pull |  |  | ► |  |
| Bend/Stoop/Crouch | ► |  |  |  |
| Kneel/Crawl | ► |  |  |  |
| Climb/Balance | ► |  |  |  |
| Lift/Carry  (Check Frequency) |  |  |  |  |
| ► Up to 10 lbs. |  | ► |  |  |
| ► Up to 20 lbs. |  | ► |  |  |
| ► Up to 50 lbs. | ► |  |  |  |
| ► Up to 100 lbs. | ► |  |  |  |
| ► Over 100 lbs. | ► |  |  |  |

**TERMS OF EMPLOYMENT**:

Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Classified Personnel.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. These statements are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.

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Signature Date

Print Name