

**LEE COUNTY SCHOOLS  
TRANSPORTATION PROGRAM  
JOB DESCRIPTIONS &  
EVALUATION INSTRUMENTS**

## EXPECTATIONS OF LEE COUNTY BUS PERSONNEL

1. To provide a quality transportation program to all students.
2. To attend all professional updates, trainings, and meetings as directed by the Director and/or Superintendent.
3. Provide a safe environment on the bus and operate the bus in a professional manner.
  - ✓ Pre-Trip and Post-Trip Inspections
  - ✓ Report all safety concerns
4. Maintain student management on the bus.
  - ✓ Control student misconduct, report major violations to the director.
  - ✓ Respect rights of student and confidentiality.
  - ✓ Do not subject students to embarrassment or harassment.
  - ✓ No student shall ride bus under terms of suspension or expulsion.
  - ✓ Assign seats as deemed necessary.
  - ✓ Review bus rules with students and stay within discipline guidelines as set forth by discipline codes.
  - ✓ Maintain efforts to communicate to parents as necessary.
  - ✓ Inform the principal and director as soon as possible if a student must be ejected from riding the bus as permitted in 702 KAR 5:080 Sec 21.
5. Follow all rules, laws, and regulations as set forth in KRS, KAR, board policies, and directives of director or Superintendent.
6. Transport only individuals other than students and staff as authorized by the Superintendent or their designee (director).
7. Maintain a clean/sanitary bus at all times.
8. Maintain and update as needed a rider log.
9. Report all incidents immediately to the director.
10. Stay in compliance with CDL requirements (physicals, drug-testing, driving records, etc.)
11. Use all two-way radio communications in a professional manner.
12. Maintain trip sheets, time sheets, and other records accurately and timely.
13. Drive routes as assigned by the director, Superintendent, and approved by the Lee County Board of Education.
14. Be on time and also give timely notice when you need to be off, allowing sufficient time to get a substitute.
15. Be a TEAM player for Lee County Schools and maintain a cooperative working environment which shows dignity and integrity for the school bus driving profession.
  - ✓ Always speak positively of the school system, the students, and fellow workers.
  - ✓ Always use appropriate language in public, on the bus, and at the garage – abusive, intimidating, harassing, or vulgar language is not accepted.
  - ✓ Use the chain of command if you have problems with students, parents, principals, director, etc.
16. Remember you're the first person a student sees as well as the last school personnel each day, you may not know their home situation or what is on their mind, so be kind, understanding, but yet stay in control of your bus.

**TRANSPORTATION  
JOB DESCRIPTIONS**

## 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 preventative 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 supplies for new techniques in mechanical repairs.
- Attend meeting, 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.
- Health and safety regulations.
- Technical aspects of field of specialty.
- Interpersonal skill 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.
- 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 responsible experience in the repair and maintenance of light and heavy automotive and power-driving equipment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky Commercial Drivers Licenses with P and S endorsement, State Certification for school bus inspectors. ASE Certification preferred – but not required.

## LOCAL DISTRICT CLASSIFICATION PLAN

### CLASS TITLE: VEHICLE MAINTENANCE ASSISTANT

#### BASIC FUNCTION:

Perform unskilled to semi-skilled maintenance, preventative maintenance and general repairs to District vehicles as assigned as needed.

#### REPRESENTATIVE DUTIES:

- Perform basic vehicle maintenance duties for District vehicles as directed; assist with Transmission service, pack wheel bearings, change oil, filters and tires as necessary.
- Repair and replace wheels, tires, hubs and rims.
- Assist with storing repair parts, supplies, tools, equipment and materials.
- Process work orders for parts used on District vehicles as assigned.
- Assure quality and completion of work assigned.
- Attend required training classes and seminars.
- Assist in starting vehicles.
- Assure proper use of tools, equipment, standard maintenance and safety practices.
- Perform fueling of Buses and related recordkeeping.
- Perform related duties as assigned.

#### KNOWLEDGE OF ABILITIES:

- Basic mechanical repairs required to maintain District vehicles in proper operating condition.
- Maintenance and operation hazards of District vehicles and safety precautions for related vehicles.
- Record-keeping techniques.
- Oral and written communication skills.
- Health and safety regulations.
- Proper methods of storing equipment, materials and supplies.
- Proper lifting techniques.
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.

**ABILITY TO:**

- **Understand and follow oral and written directions**
- **Work cooperatively with others.**
- **Maintain routine records.**
- **Observe health and safety regulations.**
- **Lift heavy objects.**
- **Observe legal and defensive driving practices.**
- **Operate, service and make minor repairs on 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 general vehicle servicing experience.**

**LICENSES AND OTHER REQUIREMENTS:**

**Valid Kentucky Commercial Drivers License with P and S endorsement, State Certification for school bus inspectors. ASE Certification preferred – but not required.**

**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 Administrative Regulations applicable to the operation of vehicles transporting students.**
- **First aid practices.**
- **Interpersonal skill using tact, patient 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 P and S endorsement: School Bus Certificate; must pass driving record check, and other requirements set forth by the Kentucky Department of Education.**

**TRANSPORTATION  
EVALUATION  
INSTRUMENTS**

## LEE COUNTY SCHOOLS HEAD MECHANIC

### CLASSIFICATION: Lead Vehicle Mechanic

Name \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

<b>STANDARDS OF PERFORMANCE</b>		
<b>D – MEETS DISTRICT STANDARDS</b>	<b>M – MUST IMPROVE</b>	<b>N – NEEDS IMPROVEMENT</b>
<b>N/A – NOT APPLICABLE OR APPROPRIATELY NOT OBSERVED</b>		

### 1.0 GENERAL KNOWLEDGE BASE

D	N	M	N/A	Knowledge of:
				1.1 Methods, equipment, and materials used in mechanical maintenance and repair.
				1.2 Operation and use of hand and power tools and equipment used in gasoline and diesel engine Repair and the repair and maintenance related parts and equipment.
				1.3 Principles of internal combustion engines.
				1.4 Rules and regulations of the State related to pupil transportation.
				1.5 Applicable health and safety laws, regulations and procedures.
				1.6 Principles and practices of supervision and training.
				1.7 Interpersonal skills using tact, patience, and courtesy.
				1.8 Inventory methods and practices.
				1.9 Proper lifting techniques.
				1.10 Record-keeping techniques.
				1.11 Shop mathematics.

### 2.0 ESSENTIAL JOB FUNCTIONS

D	N	M	N/A	Ability To:
				2.1 Perform maintenance and repair gasoline and diesel engine equipment.
				2.2 Read and interpret mechanical and electrical diagrams.
				2.3 Plan and organize work.
				2.4 Train and provide work direction to others.
				2.5 Work independently with little direction.
				2.6 Meet schedules and time lines.
				2.7 Maintain records and prepare reports.
				2.8 Read, interpret, apply, and explain rules, regulations, policies, and procedures.
				2.9 Analyze situations accurately and adopt an effective course of action.
				2.10 Operate tools and equipment used in the skilled diagnosis and repair of internal combustion engines and related equipment.
				2.11 Understand and follow oral and written directions.
				2.12 Establish and maintain cooperative and effective working relationships and gets along well with all bus drivers.
				2.13 Observe health and safety regulations.
				2.14 Perform arithmetic calculations quickly and accurately.
				2.15 Lift heavy objects.
				2.16 Observe legal and defensive driving practices.
				2.17 Inspect buses and other vehicles and make repairs as required by the state.
				2.18 Keep clean storage area and restroom facilities.
				2.19 Assists with radio communication to bus drivers.
				2.20 Assists with driving routes and/or trips if necessary.

## Head Mechanic Continued

### 3.0 PERFORMANCE RESPONSIBILITIES

D	N	M	N/A	<b>Performance Responsibilities:</b>
				3.1 Works with mechanics to determine repairs needed by buses and other vehicles.
				3.2 Keeps inventory of all parts and equipment owned by Board and located at bus garage.
				3.3 Orders parts and supplies as needed.
				3.4 Keeps required bus inspection and repair records as required by state and local board.
				3.5 Maintains work schedules for mechanics and dispatcher/clerks.
				3.6 Provides information for budget, bid and reports required by state and local board.
				3.7 Participates in in-service training as assigned.
				3.8 Assures security of building, tools, grounds, and equipment.
				3.9 Performs other duties that may not be specifically covered in this general job description as assigned by the Director of Transportation.
				3.10 Demonstrates loyalty and dedication to the purposes and goals of the Lee County Board of Education.
				3.11 Sets priorities of work to be done.
				3.12 Responds to service calls and performs emergency repairs as needed.
				3.13 Maintains video recording devices and two-way communication systems to assure they're working properly daily.

**Head Mechanic Continued**

SUMMARY:

A. Summation Comments by Evaluator:

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B. Comments by Employee:

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IMPROVEMENT PLAN:

A. Goals, objective, and activities for improvement.

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I have had an opportunity to discuss this appraisal with my evaluator. I understand that it is my privilege to file written comments concerning this appraisal with the Superintendent.

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Signature of Employee

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Date

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Signature of Evaluator

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Date

Any employee disagreeing with any evaluation or part thereof may have attached to the evaluation a written statement expressing disagreement.

(This employee shall be given a copy of this form)

**LEE COUNTY SCHOOLS  
VEHICLE MECHANIC ASSISTANT**

**CLASSIFICATION: Vehicle Mechanic Assistant**

Name \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

<b>STANDARDS OF PERFORMANCE</b>		
<b>D – MEETS DISTRICT STANDARDS</b>	<b>M – MUST IMPROVE</b>	<b>N – NEEDS IMPROVEMENT</b>
<b>N/A – NOT APPLICABLE OR APPROPRIATELY NOT OBSERVED</b>		

**1.0 GENERAL KNOWLEDGE BASE**

<b>D</b>	<b>N</b>	<b>M</b>	<b>N/A</b>

**Knowledge of:**

- 1.1 Methods, tools, equipment, and materials used in basic diagnosis, repair and maintenance of motorized equipment.
- 1.2 Shop math applicable to vehicle maintenance.
- 1.3 Proper lifting techniques.
- 1.4 Health and safety regulations and procedures.
- 1.5 Use of service manuals.

**2.0 ESSENTIAL JOB FUNCTIONS**

<b>D</b>	<b>N</b>	<b>M</b>	<b>N/A</b>

**Ability To:**

- 2.1 Perform mechanical repair work, including preventive maintenance on school buses, trucks, and other gas and diesel powered automotive equipment as assigned.
- 2.2 Diagnose and repair basic mechanical and electrical malfunctions and defects.
- 2.3 Operate shop equipment and tools including electronic testing equipment, welders, and lathes.
- 2.4 Read and use mechanical diagrams, repair manuals, and parts catalogues.
- 2.5 Maintain routine records.
- 2.6 Plan and organize work.
- 2.7 Understand and follow oral and written directions.
- 2.8 Work cooperatively with others.
- 2.9 Lift heavy objects.
- 2.10 Observe legal and defensive driving practices.
- 2.11 Fuel buses on regular basis.

**3.0 PERFORMANCE RESPONSIBILITIES**

<b>D</b>	<b>N</b>	<b>M</b>	<b>N/A</b>

**Performance Responsibilities:**

- 3.1 Does mechanical work on buses and vehicles owned by Lee County Board of Education
- 3.2 Inspects buses and vehicles for needed repairs and safety problems.
- 3.3 Participates in in-service training as assigned.
- 3.4 Cleans and maintains safe work area.
- 3.5 Cleans and protects Board tools and equipment.
- 3.6 Performs other duties as assigned by head mechanic and Transportation Director.
- 3.7 Demonstrates loyalty and dedication to the purpose and goals of the Lee County Board of Education.
- 3.8 Assists mechanic with video recording devices and two-way communication systems to assure they're properly working daily.

**Vehicle Mechanic Assistant Continued**

SUMMARY:

A. Summation Comments by Evaluator:

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B. Comments by Employee:

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IMPROVEMENT PLAN:

A. Goals, objective, and activities for improvement.

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Signature of Employee

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Date

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Signature of Evaluator

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Date

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(This employee shall be given a copy of this form)

**LEE COUNTY SCHOOLS  
BUS DRIVER (REGULAR & SUBSTITUTE)**

**CLASSIFICATION: Bus Driver**

**KDE Class Code: 7941**

Name \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

<b>STANDARDS OF PERFORMANCE</b>			
<b>D – MEETS DISTRICT STANDARDS</b>	<b>M – MUST IMPROVE</b>	<b>N – NEEDS IMPROVEMENT</b>	
<b>N/A – NOT APPLICABLE OR APPROPRIATELY NOT OBSERVED</b>			

**1.0 GENERAL KNOWLEDGE BASE**

D	N	M	N/A	Knowledge of:
				1.1 Safe driving practices.
				1.2 Provisions of the State Motor Vehicles code, Lee County Transportation Procedures and Kentucky Administrative Regulations applicable to the operations of vehicles transporting students.
				1.3 First aid practices.
				1.4 Interpersonal skills using tact, patience and courtesy.

**2.0 ESSENTIAL JOB FUNCTIONS**

D	N	M	N/A	Ability To:
				2.1 Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students.
				2.2 Maintain order and discipline among students while driving a school bus.
				2.3 Maintain assigned vehicle in a <b>clean</b> and <b>safe</b> operating condition.
				2.4 Recognize equipment malfunctions and take appropriate action.
				2.5 Learn designated bus routes including stops and traffic hazards.
				2.6 Maintain routine records in a timely manner.
				2.7 Establish and maintain cooperative and effective working relationships with others.
				2.8 Understand and follow oral and written directions.
				2.9 Meet schedules and time lines, and maintains regular driving attendance.
				2.10 Communicate effectively both orally and in writing.
				2.11 Learn, apply and explain rules, regulations, policies and procedures.
				2.12 Observe legal and defensive driving practices.
				2.13 Assist in loading and unloading handicapped children as necessary.
				2.14 Assist in notifying parents of route changes due to weather, road conditions, etc.

**3.0 PERFORMANCE RESPONSIBILITIES**

**The driver is responsible to the Principal(s) for time schedules and pupil discipline and responsible to the Director of Transportation for safety, vehicle maintenance, and policy procedures. The following are required of the driver:**

D	M	M	N/A	Performance Responsibilities:
				3.1 Operates the bus and carries out duties on schedule and in a prompt and efficient manner.
				3.2 Safely operates the school bus under all varying weather conditions.
				3.3 Properly supervises passengers on the bus in accordance with transportation regulations, and with pupil personnel code of conduct.
				3.4 Takes proper care of the bus and sees that it is maintained in safe operating condition.
				3.5 Conducts routine required inspections and provides the proper documentation.
				3.6 Attends safety meeting and workshops as determined by the Director of Transportation.
				3.7 Meets the training requirement set forth in State and district regulations.
				3.8 Meets those responsibilities as set forth in the KDE's Handbook for School Bus Driver's, Board Policy and Contract, applicable statutory laws, and directives of the Superintendent or Director of Transportation.



Bus Driver – Continued

D	N	M	N/A

**Performance Responsibilities Continued:**

- 3.9 Performs other duties that may not be specifically covered in this general job description, as assigned by the Director of Transportation.
- 3.10 Demonstrates a consistent and positive behavior toward students and patrons in order to foster positive public relations.
- 3.11 Demonstrates loyalty and dedication to the goals and purposes of the Lee County Schools.

**Bus Driver Continued**

SUMMARY:

A. Summation Comments by Evaluator:

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B. Comments by Employee:

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IMPROVEMENT PLAN:

A. Goals, objective, and activities for improvement.

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Signature of Employee

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Date

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Signature of Evaluator

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Date

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(This employee shall be given a copy of this form)

**-CLASSIFIED PERSONNEL-****Discipline, Suspension and Dismissal of Classified Employees****TERMINATION/SUSPENSION**

Classified employees may be terminated or suspended without pay only by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes.

An employee may be relieved from duty for the remainder of the work day, pending action by the Superintendent, when drugs, alcohol, and/or the safety of students or staff are involved.

An employee shall be suspended with pay only when the Superintendent determines there is a justifiable need for such action. The period of suspension with pay shall not exceed the time needed to determine whether the employee is to return to active service or be suspended without pay. Employees suspended with pay shall remain available to immediate recall to active service.

**EFFECTIVE DATE**

No personnel actions shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

**CAUSES FOR ACTION**

Any classified employee shall be subject to appropriate disciplinary action for one (1) or more of the following reasons:

1. Dishonesty, incompetence or insubordination.
2. Reporting to work under the influence of or use of possession of alcohol while on duty, or the use or possession of controlled substances at any time.
3. Unsatisfactory evaluation of any factor on the employee's performance evaluation report.
4. Repeated unexcused absence, tardiness, absence without notification or abuse of sick leave.
5. Violation of or refusal to obey local policies or state regulations adopted by the Kentucky Board of Education or by the Board.
6. Refusal to comply with safety directives.
7. Falsifying information supplied to the District including information on application forms, absence reports, or any other information.
8. Violation of local policy, state, or federal statutes or regulations that apply to assigned duties.
9. Conviction of a felony or any crime involving moral turpitude.
10. Unprofessional conduct.
11. Loss of licensure or certification required for the position.

**Discipline, Suspension and Dismissal of Classified Employees**

**DISMISSAL DUE PROCESS PROVISIONS**

The employee shall be given written notification of specific charges against him/her, a statement of the right to a hearing of such charges, and a form, the signing and filing of which with the person before whom the appeal is to be heard will constitute a demand for a hearing and a denial of all charges. The employee may request the hearing by filing the proper form with the Superintendent within six (6) calendar days after receiving the notification of charges.

The Superintendent shall develop procedures to implement due process provisions.

If it becomes necessary for the District to terminate the employment of any employee because of a reduction in work force, lack of work, termination of a service or other reason, Board policy 03.271 shall be followed. A terminating interview with the Superintendent may be scheduled on District time.

The termination date of an employee shall be the last actual working day.

A classified employee on sick leave who fails, refuses or is unable to return to work, shall be terminated as an employee of the District when the earned full-pay sick leave is exhausted, unless a leave of absence is granted by the Board.

**REFERENCES:**

- KRS 160.380
- KRS 160.390
- KRS 161.011
- OAG 76-290
- Consolidated Omnibus Budget Reconciliation Act
- OAG 92-135
- OAG 96-03

**RELATED POLICIES:**

- 03.2232
- 03.23251
- 03.26
- 03.271
- 07.162

Adopted/Amended: 6/21/05  
Order #: 125-05