

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
TRANSPORTATION TRAINING / SAFETY COORDINATOR

1. SERVICE DELIVERY

- _____ 1. Establish a management plan for bus driver training and safety inservice in accordance with state and federal guidelines.
- _____ 2. Establish and implement a comprehensive Training and Safety Program.
- _____ 3. Serve as liaison with appropriate governmental agencies with regard to traffic, transportation and safety issues.
- _____ 4. Keep accurate and up-to-date records for bus driver Training and Safety programs.
- _____ 5. Coordinate and conduct meetings and training sessions with drivers and school personnel.
- _____ 6. Assist with investigation of driving-related complaints.
- _____ 7. Assist with route and road condition surveys.
- _____ 8. Analyze safety potential of drop off, pick up, loading and unloading of students.
- _____ 9. Facilitate safety inspections and information dissemination as required by supervisor.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 10. Demonstrate initiative in the performance of assigned responsibilities.
- _____ 11. Use effective, positive interpersonal communication skills.
- _____ 12. Report to work punctually and regularly.
- _____ 13. Display appropriate work ethic.
- _____ 14. Follow transportation policies and procedures.

3. SYSTEM SUPPORT

- _____ 15. Collaborate with routing coordinator, bus drivers, school personnel and other District personnel to ensure the safe transportation of students.
- _____ 16. Prepare all required reports and maintain all appropriate records.
- _____ 17. Communicate well with the Supervisor of Transportation.
- _____ 18. Maintain positive relationship with outside agencies.
- _____ 19. Represent the School Board in an appropriate manner.
- _____ 20. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 21. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- _____ 22. _____
- _____ 23. _____
- _____ 24. _____
- _____ 25. _____

TRANSPORTATION TRAINING / SAFETY COORDINATOR (Continued)

5. ASSESSMENT AND OTHER SERVICES

- _____ 26. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 27. The accurate and timely filing of all school reports
- _____ 28. The completion of required professional development services.
- _____ 29. _____
- _____ 30. _____

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I – Clearly Indicated
NE – Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)