

JOB DESCRIPTION
Cumberland County School District

Transportation Safety Specialist

Purpose Statement

The job of Transportation Safety Specialist was established for the purpose/s of educating and training all new driver applicants until they successfully complete all DOT testing requirements. Responsible for reviewing and preparing bus video footage for schools and parents, monitoring and dispatching buses and drivers during the transportation of students and establishing and managing routing software to maximize route efficiency.

This job reports to Transportation Supervisor

Essential Functions

- Train and assist in screening new driver applicants.
- Provides ongoing safety training to all transportation employees.
- Monitor and track driver license requirements utilizing software
- Monitors all radio transmissions with bus drivers while routes are in progress.
- Communicates any issues that arise while routes are in progress with drivers and school personnel.
- Communicate, when necessary, with vendor regarding issues with camera systems and order new equipment when necessary.
- Pull and review bus video footage when requested by administrators, parents, or law enforcement.
- Maintain bus video files as required by state law in an orderly fashion to ensure they are assessable when needed.
- Develop and maintain data base required for efficient use of bus routing software. This would include but not be limited to student addresses, phone numbers, driver names and bus numbers.
- Communicate with Student Information Administrator to ensure integrity of data transferred electronically
- Assist the Transportation Supervisor in establishing bus routes based on the data provided from the routing software to improve the safety and efficiency of bus routes.
- Assist in investigating and resolving routine complaints regarding transportation services and driver conduct with school personnel and or parents.
- Assist in the handling of driver issues and complaints.
- Assist in the assignment of substitute bus drivers or assistants as needed.
- Assist in handling complaints concerning bus overcrowding, location of bus stops, student behavior or routing issues.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the bus garage.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills to meet changing job requirements as it relates to the routing and communication software.

KNOWLEDGE of the geographical area is required.

KNOWLEDGE and complete understanding of student transportation and all the rules, regulations, and policies governing student transport.

ABILITY to work under stressful conditions and time frames.

ABILITY to interact in a positive and professional manner with the public and school personnel.

ABILITY to use all office equipment including but not limited to copy machine, calculator, computer, dispatching equipment and routing software.

ABILITY to analyze situations and data accurately and adopt the appropriate course of action.

MUST have a valid CDL license with P and S endorsements for school bus.

MUST always work confidentially and with discretion.

Responsibility

Responsibilities include working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget.

Working Environment

Generally, the job requires 45% sitting, 50% walking, and 5% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere.

Experience - Job related experience is required

Education - High School diploma or equivalent

Equivalency - None Specified

Requirement – This is a non-certified position.

Certificates / License- Valid CDL License with P and S endorsement for school bus and Evidence of Insurability

Continuing Education / Training - None Specified

FLSA Status - Non Exempt

Approval Date - 5-26-22