

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

TRANSPORTATION TRAINING / SAFETY COORDINATOR

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Possess a valid Florida Commercial Driver's License (CDL), Class B license with passenger and air brakes endorsement.
- (3) Certification in applicable state of Florida Safety Regulations.
- (4) Certified physically capable by an annual physical examination.
- (5) CPR training preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and local regulations affecting transportation vehicles owned by the School District. Knowledge of comprehensive safety requirements. Knowledge of highway and traffic laws and regulations. Ability to operate light and / or heavy-duty buses in a safe and economical way. Ability to understand and relay both written and oral directions. Ability to work independently or as a team member. Ability to interact with school and transportation personnel.

REPORTS TO:

Supervisor of Transportation

JOB GOAL

To provide safe transportation for all students and employees.
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SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 08

TRANSPORTATION TRAINING / SAFETY COORDINATOR (Continued)**PERFORMANCE RESPONSIBILITIES:****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.

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.

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.

*Essential Performance Responsibilities