

TITLE: Special Needs and Safety Coordinator

REPORTS TO: Director of Transportation

WAGE/HOUR STATUS: Nonexempt

PAY GRADE: A5

LOCATION: Transportation Facility

ROLE AND PURPOSE:

Develops and manages routing/scheduling for students identified as having special needs, discipline related to students with special needs, and special projects. Attends ARD meetings as needed. Fully manages and trains all new transportation department employees to perform their job functions, re-trains transportation employees as needed, and completes special projects. Provides on-going training and help with performance evaluations for all driver employees. Manages and develops a safety program including developing safety meetings. Teaches School Bus Driver Certification and Re-Certification classes.

QUALIFICATIONS:

Education/Certification:

- High School Diploma or GED
- Must have and maintain a Texas commercial driver's license (CDL) with all appropriate endorsements and classifications and all other required licenses, permits and certifications
- Must be a Certified Instructor for School Bus Driver Certification and Re-Certification or able to obtain within a year

Preferred Certifications:

- Train the Trainer sponsored by TEEEX or ESC
- Texas Association for Pupil Transportation as Pupil Transportation Trainer, Special Needs, Supervisor, or Official

Special Knowledge/Skills:

- Ability to work under pressure and prioritize effectively
- Must have and maintain an exemplary driving record and criminal background as determined by the Texas Department of Public Safety that reflects a professional driver and which meets all contractual, local, state and federal requirement
- Must meet all qualifications for bus driver in LTISD
- Must have excellent interpersonal skills and the ability to communicate effectively in person and via telephone and two-way radio
- Knowledge of record keeping and office procedures
- Demonstrate diplomacy and flexibility in dealing with internal/external publics of the school district
- Able to complete assigned tasks with minimal supervision and errors
- Able to take initiative in identifying and working on needed non-driving tasks
- Ability to manage personnel
- Ability to coordinate transportation services

- Ability to interpret policy, procedures, and data
- Strong organizational, communication, and interpersonal skills
- Knowledge of special needs specific training and pupil management
- Working knowledge and understanding of Transfinder Software

Minimum Experience:

- Supervisory experience in transportation operations, preferably with public school district.
- Three years of experience with transportation of special needs students.
- Minimum of five years experience as a school bus driver in a public school district

MAJOR RESPONSIBILITIES :

Driver and Safety Trainer:

1. Establishes, schedules, develops and implements quality training for new district transportation employees including coaches and teachers.
2. Evaluates drivers, monitors and other district licensed personnel.
3. Implements federal and state law, State Board of Education rule, and board policy in transportation area.
4. Implements and/or develops training options and improvement plans to ensure exemplary operation of transportation department.
5. Enforces safety standards that conform to state, federal, and insurance regulations and develops a program of preventative safety.
6. Maintains current CDL driver certification, TDL reports, and physicals on all drivers.
7. Enters training data to document training and topic.
8. Assists in scheduling, developing, and conducting monthly safety meetings for transportation department.
9. Retrains CDL drivers as needed.
10. Oversees the instruction of Certification and Re-certification classes.
11. Assists with investigation of all accidents and arranges re-training.
12. Informs of and trains staff on any new state and federal laws applicable to school bus drivers.
13. Coordinates and trains for district and regional School Bus Road-e-o.
14. Coordinate son campus student rider safety training with school personnel.
15. Assists in viewing bus surveillance tapes and making recommendations about training (driving and student management).

Special Needs:

16. Prepares and updates bus routes and schedules for all students identified as having special needs in the district and develops plans to meet future transportation needs.
17. Attends ARD meetings as necessary.
18. Coordinates and schedules summer program routes.
19. Notifies bus drivers and public of any changes in bus routes and schedules.
20. Compiles, maintains, files and presents all reports, records, and other documents required in the transportation area.
21. Complies with applicable personnel policies.
22. Compiles budgets and cost estimates based on documented program needs.
23. Prepares routing information in State reporting format and verifies accuracy.
24. Requests purchases and bids in accordance with budgetary limitations and district policies.
25. Recommends disposal of obsolete or worn out vehicles and equipment. Recommends purchase of vehicles as necessary.

26. Reviews student behavior reports to ensure quality of reports by drivers. Conducts conferences with parents, students, and drivers on disciplinary issues.
27. Recruits, trains, supervises and evaluates special needs personnel and makes sound recommendations regarding placement, assignment, retention, discipline, and dismissal.
28. Prepares, processes, and maintains all documents required to verify safety certification and training of drivers of students with special needs.
29. Participates/advises administration about inclement weather conditions that may result in the closing of schools or road hazards.
30. Assists with gathering information for investigations of school bus accidents and student safety violations.
31. Helps organize and conducts training programs to promote a safe work environment.
32. Ensures that transportation equipment is in excellent operating condition.
33. Maintains good rapport with parents and community.
34. Maintains Special Needs student eligibility counts as required for State reports.
35. Assists with problems, inquiries and complaints regarding Special Needs routes, schedules, and personnel.
36. Monitors and audits routes.
37. Attends professional development activities/programs to keep abreast of developments and innovations in area of transportation.
38. Assists in organizing and conducting in-service programs to promote a safe work environment.
39. Substitutes as a driver or monitor, as needed.
40. Other duties as assigned by Director of Transportation.

Supervisory Responsibilities:

Monitors the work of assigned bus drivers/monitors

Equipment Used:

School bus, safety equipment (medical kit, reflective triangles), fire extinguisher, and computer

Operates computer(s)/device(s) including, but not limited to, tablets, phones, radios, and software programs applicable to transportation and training.

Working Conditions:

Mental Demands/Physical Demands/Environmental Demands:

Maintain emotional control under stress. Continual sitting, reaching, and repetitive hand and arm motions. Work outside and inside; moderate exposure to extreme temperatures and vehicle fumes.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.