



San Marcos Consolidated Independent School District

Dedicated to Education.....Committed to Excellence

JOB TITLE: Coordinator, Transportation Safety and Training

WAGE/HOUR STATUS: Nonexempt

REPORTS TO: Associate Director of Transportation **COMPENSATION PLAN:** Manual Trades

DEPT. / SCHOOL: Maintenance/Transportation Center **DATE REVISED:** November 2017

PRIMARY PURPOSE:

Develops and implements training programs to improve the level of performance of the transportation department employees. Helps plan and monitor bus drivers' ability to operate and service district vehicles. Ensure safe and orderly transportation of students on assigned route. Operate a school bus that transports students and other authorized personnel to and from school or other designated locations.

QUALIFICATIONS:

Education/Experience:

High School Diploma or GED
Valid Class B Commercial Driver's License (Texas), with school bus and passenger endorsement

Special Knowledge/Skills:

Must be 21 years of age or older
Ability to follow written and verbal instructions
Ability to communicate effectively
Acceptable driving record according to Texas Education Agency standards
Personal Computer skills desired

Experience:

Experience as a certified school bus driver
Experience in planning operations preferred
Experience in Word, Excel, and PowerPoint

MAJOR RESPONSIBILITIES AND DUTIES:

1. Demonstrates thoroughness, reliability and a high degree of accuracy in performing work assignments.

2. Conducts school bus evacuation training/ student safety at each campus and prepares documentation for state reporting
3. Plans and conducts classroom instruction/In-Service for Transportation Dept. staff.
4. Schedules all drivers (coaches, teachers, regular/special) for certification.
5. Responsible for recruiting/organizing scheduling school bus driver/monitor job interviews.
6. Works cooperatively with others and maintains a positive attitude in the work environment.
7. Demonstrates initiative and good judgment in problem solving and decision-making.
8. Regular attendance. Must be willing and able to report to work to designated assigned work site on regular daily basis according to established work schedule
9. Uses time productively on the job.
10. Follows district policies, rules and regulations.
11. Accepts supervisory direction
12. Demonstrates tact, courtesy and helpfulness in dealing with staff, students, parents, and visitors in the district.
13. Follows assigned route and adheres to established schedules.
14. Monitors driving performance and counsels bus drivers when necessary.
15. Reports all accidents, vehicle damage, student injuries, and mechanical failure; completes required reports.
16. Supervises students as they board and leave bus and cross street.
17. Observes all traffic laws and safety regulations for school buses.
18. Trains new bus drivers prior to receiving their TEA certification.
19. Follow and stay current with special needs rules and regulations.
20. Aids in the development and production of departmental manuals and operating procedures.
21. Responsible for training special needs drivers and monitors in all aspects of Special Education requirements.
22. Makes presentations at schools and other venues concerning bus rules/safety issues.

23. Monitors and insures that all San Marcos CISD bus drivers and bus assistants are properly certified. Develops, schedules and performs ongoing training and performance evaluations for all bus drivers and bus monitors.
24. Conducts CDL training for SMCISD Coaches and Teachers and new Bus Drivers.
25. Conducts Post-Hire Training - subjects include: Time & Attendance procedures, Field Trips, Employee handbook, Emergency evacuations, Breakdown and Accident training, Field training (what to do in the event of flash flooding, locations of the SMCISD schools), Discipline Management Techniques, Understanding the Student Rider, First Aid, Special Needs and Lift Bus Training.
26. Provides continual training program for all drivers, monitors and crossing guards throughout school year by implementing a required refresher training course. Performs a Driver Proficiency Evaluation on each driver (including road evaluation) at least once during the school year.
27. Manages the Transportation Department's entire safety program, including scheduling monthly safety workshops touching on subjects such as First Aid, Defensive Driving, etc.
28. Identifies and develops potential candidates for TEEEX Training Academy Certification program.
29. Provides initial training and in-service for Safety Trainers and evaluates their performance.
30. Participates/advises administration about inclement weather conditions that may result in the closing of schools or road hazards.
31. Documents and maintains all training records as required by State and Federal regulations and SMCISD policies. Files shall be maintained to document the progress for each Trainee and all in-service training for each driver in accordance with SMCISD policies and procedures.
32. Assumes primary responsibility in responding to personal injury and vehicle accidents by on scene investigation and preparing and submitting reports to Risk Management in accordance with SMCISD policy.
33. Investigates complaints relative to safety issues and takes corrective action.
34. Provides safety and training support to the department's workforce.
35. Attends professional development activities to keep abreast of developments and innovations in area of transportation.
36. Compiles and analyzes monthly personal injury and accident data.
37. Administers and maintains SMCISD random drug/alcohol testing and pre-employment drug/alcohol testing program.

38. Provides notice to drivers of upcoming expiration dates of documents and ensure renewal (physicals, DL, certificates)
39. Obtains reviews and monitors Driver Abstracts from State agencies for all driver personnel
40. Responsible for properly maintaining district records, adhering to all policies set forth by the district for records maintenance and learning the records retention schedule for department records.
41. Lead efforts to improve overall fleet safety to produce a reduction in avoidable collisions.
42. Develops initiatives to measure and reduce at-risk driving behaviors.
43. Mentor staff to instill a culture of safety throughout the department.
44. Evaluates and offers advice and implementation of solutions on complex safety and compliance issues.
45. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- Assesses the professional development needs of the Transportation Department and develops training materials for all courses, as needed.
- Provides field supervision for all bus drivers and bus assistants to insure compliance with department standards
- Provides feedback and remediation strategies to bus drivers and bus assistants regarding their job performance
- Administers the transportation department bus road-eo program
- Supervises transportation department trainers and safety technician.

EQUIPMENT USED:

Operates school bus, van, or car; Also operates fuel pumps, bus wash equipment, two-way radios, safety equipment (flares, reflective signs), fire extinguisher, and computers.

WORKING CONDITIONS:

Mental Demands

Maintains emotional control under stress

Physical Demands/Environmental Factors:

Continual sitting, reaching, and repetitive hand and arm motions; Moderate lifting (over 40 lbs.), bending, stooping, climbing, and turning of the head and shoulders. 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, duties, and skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____