

POSTING DATE: 11/17/2017

CLOSE DATE:

VACANCY NUMBER: 025098

LOCATION: Transportation - North - 910

POSITION: Safety & Training Supervisor

JOB QUALIFICATIONS:

Education/Certification:

- High School Diploma/GED.
- Clearance of Criminal History check.
- Must pass randomly administered drug and alcohol test.
- Obtain and pass an annual physical to meet same criteria as bus drivers.
- Acceptable Motor Vehicle record.
- Commercial Driver's License- Class A or B with P & S endorsement.
- Successful completion of 20 hr. Texas Dept. of Public Safety Certification Course.
- Successful completion of the Texas Train-the-trainer Instructor School.
- Must be able to drive a school bus route.
- Must have (or able to obtain) TAPT Supervisor Certification.

Special Knowledge/Skills:

- Ability to train drivers and monitors on all types of buses in the CISD fleet in a safe and effective manner. Provide written evaluations as needed by Managers or Supervisors.
- Working knowledge of various software including MS Word, Power Point, EXCEL, etc.).
- Ability to communicate with drivers and monitors on safety and training issues.
- Ability to read, interpret, and apply map-based information.
- Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district.
- Ability to establish and maintain effective working relationships both internally and externally to the district.
- Ability to lift and carry up to 25 pounds, stoop, kneel, crouch, walk, twist, bend, climb and/or be mobile.
- Ability to travel throughout the district and city.
- Demonstrate ability in communicating and working with parents/guardians, campus administrators and co-workers.
- Occasional out of district travel to workshops and conferences may be required.
- Ability to interpret Motor Vehicle License records and determine points.
- Ability to manage multiple operational sites.
- Ability to manage the Transportation's Video/Digital technology program.
- Ability to seek out and stay up to date with the latest proven training techniques.
- Ability to evaluate stops and loading areas for safety concerns.
- Evaluate the Transportation Centers for safety concerns.

JOB DESCRIPTION:

To oversee Driver Training and the Certification/ Re-Certification process. To supervise accidents investigations as needed and oversee the District Accident Review Committee. Maintain and review records for accidents, pre-trips, referral forms, training, video recordings, certifications, C.P.R./First Aide, physicals and driving records. Oversee retraining of district personnel (drivers, monitors, coaches, and staff) as needed. Coordinate the Safe Bus Rider Program District wide. Evaluate the four Transportation Facilities regarding safety concerns in the work place.

DUTIES AND RESPONSIBILITIES:

1. Oversee all facets of the CISD Trainer Program.
2. Oversee and manage training program that meets or exceeds current established standards.
3. Supervise and evaluate CISD Trainers in the Transportation Department.
4. Maintain confidentiality.
5. Chair the Accident Review Committee.
6. Oversee accident investigations on behalf of CISD Transportation Department.
7. Monitor and maintain records concerning driver certification and training.
8. Supervise new employee tracking and orientation.
9. Request and monitor background checks for all drivers.
10. Oversee refresher training and continuing education for drivers.
11. Provide and present information for employee in-services.
12. Conduct yearly Motor Vehicle License checks for all personnel who may operate a school bus.
13. Able to work in a stressful environment.
14. Perform other duties as assigned.

REQUIRED EXPERIENCE:

- Verbal and written communications.
- Various computer skills.
- Filing various forms and documents- good organization skills.
- Must be at least 21 years of age.
- Demonstrates ability to adjust to different job assignments.

OTHER INFORMATION:

SUPERVISORY RESPONSIBILITIES: Supervise Training personnel in the day to day operations of the Transportation Safety Department.

Mental Demands/Physical Demands/Environment Factors: Maintain emotional control under stress. Occasional district travel; occasional prolonged and irregular hours. Ability to read, communicate, and understand verbal and written instructions.

APPLY TO:

To apply for this position, click "login" above. Additionally, once you've logged into your WinOcular application, upload your current resume and letter of interest and ensure your application is updated. Current employees must apply using the internal system. **Directors have requested no telephone calls, please.**

SALARY:

PAY GRADE: AUX 6 - Minimum hourly rate - \$19.25

DAYS:

226

GROUP / GRADE:

