

Sheldon ISD Job Description

Transportation

Job Title: Safety/Training Manager

Exemption Status: Nonexempt

Reports to: Director of Support Services

Pay Grade: Aux./6 226 days

Dept./School: Transportation

Date Revised: 5/2018

PRIMARY PURPOSE:

Ensure every member of the transportation department receives the training required by law to operate or maintain the transportation fleet. To design, implement and oversee training programs for all transportation staff, in providing for the safety of the students and employees of Sheldon ISD.

All employees of SISD are expected to act with integrity, support organizational goals, communicate in a clear and respectful manner, championing the needs of our students and drive continuous improvement.

QUALIFICATIONS:

Required:

- High School graduate or equivalent
- Class "B" CDL with P& S endorsements
- State School Bus Driver Certification Course
- Must pass school bus driver physical examination for physical and emotional stability.

Preferred:

- Certified Drug/Alcohol Awareness Program Supervisor.
- Texas Association of Pupil Transportation Supervisor or Official certification (Preferred).
- Child Passenger Safety Technician Certification (Preferred).
- Texas School Bus Driver Safety Training Instructor certification (Preferred).
- TEEEX 'Train the Trainer' or Region IV Trainer Academy certification (Preferred).
- CPR Instructor certification (Preferred).
- Three years of experience as a certified school bus driver and verifiable experience in training or mentoring transportation staff to include bus drivers and aides.

Special Knowledge/Skills:

- Ability to teach groups of students (Adults & Children)
- Strong organizational, communication, and interpersonal skills
- Documentation and record keeping abilities

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- Be familiar with roads, subdivisions, campuses, attendance zones and boundaries, and individual school programs
- Knowledge and ability to assist with the preparation of specific state and federal reports
- Knowledge of state and federal rules for pupil transportation
- General knowledge of operations/safety within a commercial transportation field
- Ability to interpret ARD's as it effects transportation
- Ability to make critical decisions in pressure situations
- Ability to handle multiple tasks simultaneously
- Bilingual preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Reporting directly to the Assistant Director of Transportation, the Safety/Trainer Manager performs the following duties:

- Assist with interviews for new hire, inform and direct new and prospective employees in certification and training requirements.
- Oversees the instruction of all transportation employees; check performance for compliance with state and local requirements.
- Ensure all employees are trained in CDL, Drug and Alcohol Education, TEA Certification, Policy and Procedures, Student Management, and Special Needs.
- Provide follow-up training for current employees as needed and document successful completion of training.
- Ensure employees are familiar with FCC Regulations and district operating procedures in use of two-way communications systems.
- Investigate accidents involving transportation department vehicles and or employees while on the job. Maintain records/files on each accident/injury.
- Monitor traffic and weather conditions.
- Oversee evacuation/conditions training program for all district students, coordinate annual training schedule with campuses, and document training of transportation employees.
- Serve as contact person for safety related issues concerning transportation department, including placement of crossing guards, student crosswalks and school loading zones, and job related safety issues for all employees.

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- Respond to concerns related to transportation employee performance of their duties, responsibilities and safety issues. Document, counsel and report to transportation director or designee.
- Communicate with campus administrators on student conduct issues and parental concerns. Coordinate and attend parent-driver conferences. Work with campuses regarding drug and gang activity on the bus.
- Competency in the district's onboard camera systems, and be able to pull and maintain video files as documentation.
- Responsible for the continual training and development of transportation staff relating to systems and technical transportation information.
- Drives as a substitute when necessary
- Perform other duties as assigned.

WORKING CONDITIONS

The usual and customary methods of performing the job's functions require the following physical demands: physical mobility, prolonged sitting, repetitive hand and arm motions, some lifting, carrying, pushing, and/or pulling. This position will also require traveling within the district. Mental demands: Maintain emotional control, ability to effectively communicate in both oral and written in English for safety reasons. Environmental conditions: work outside and inside; moderate exposure to extreme temperature (hot and cold) 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.

Approved by _____ Date _____

Reviewed by _____ Date _____