

**Job Title:** Student Safety Coordinator  
**Dept./School:** Transportation  
**Reports to:** Assistant Director of Transportation  
**Wage/Hour Status:** Exempt  
**Pay Grade:** 9

**PRIMARY PURPOSE:** Under the general supervision of the Assistant Director of Transportation, plans, administers and oversees the department's Student Ridership Safety Program.

**QUALIFICATIONS:**

**Education/Certification:**

- High School Diploma or equivalent.
- Texas Commercial Driver's License (Class B) Passenger, Air Break & School bus endorsements
- Texas TEA School Bus Driver Certification

**Special Knowledge/Skills:**

- Ability to read and interpret documents, operation and procedure manuals
- Ability to direct and supervise personnel and coordinate driver operations
- Ability to pass U. S. Department of Transportation physical examination
- Ability to pass alcohol and drug test
- Acceptable motor vehicle record (MVR)
- Ability to operated school bus

**Experience:**

- One (1) year experience in driving a school bus. Must have received a satisfactory evaluation on most recent annual appraisal as school bus driver

**MAJOR RESPONSIBILITIES AND DUTIES:**

- Ensures compliance with district policies and procedures relating to student ridership and safety procedures
- Maintains student ridership safety documentation and records

- Conducts investigations and gathers information to properly administer the safety program
- Builds, promotes and maintains a supportive and cooperative relationship with students, staff, parents and community
- Observe and evaluate drivers for safety compliance
- Mentors drivers and provides support through "Leadership by Example".
- Assist with training and instruction of drivers through student ridership safety protocol
- Interacts with campus staff regarding student safety
- Serves as a back-up bus driver or driver assistant to provide support and assistance as necessary
- Ensures that department members comply with school bus safety rules and directives

**WORKING CONDITIONS:****Mental Demands/Physical Demands/Environmental Factors:**

Regularly required to stand, walk and reach with hands and arms. Occasionally required to stoop, kneel, crouch, crawl, lift, pull or push objects from 10 to 30 pounds alone and occasionally up to 50 pounds with assistance. Must have correctable 20/20 vision and distinguish between colors. Must have good hearing. Noise level is generally low while in an office capacity but can be louder according to outside task activity. Occasional exposure to cold, heat, dampness and humidity and vehicle emissions.

**MINIMUM SALARY:** \$39,229.00

**TERM OF CONTRACT:** 230 days

**APPOINTMENT:** The appointment of this position will be recommended to the Board of Trustees by the Superintendent of Schools on the basis of the applicant's training, experience, and expertise. The Board of Trustees must give final approval.

**APPLICATION PROCEDURES:****District Employees**

Interested candidates must complete and submit the Denton ISD on-line

Internal Application at [www.dentonisd.org](http://www.dentonisd.org). Upload employment credentials and a current résumé detailing experience, qualifications, and professional accomplishments.

### **Out of District Applicants**

Interested candidates must complete and submit the Denton ISD on-line External Application at [www.dentonisd.org](http://www.dentonisd.org). Upload employment credentials and a current résumé detailing experience, qualifications, and professional accomplishments.

**APPLICATION DEADLINE:** Position will remain vacant until qualified applicant is employed.

**THE DENTON INDEPENDENT SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**

### **ONLY ON PRINCIPAL AND AP**

#### **District Employees**

Interested candidates ***must complete and submit the Principal Insight Interview*** and then the Denton ISD on-line internal application at [www.dentonisd.org](http://www.dentonisd.org) under "Employment Opportunities." Upload employment credentials and a current résumé detailing experience, qualifications, and professional accomplishments.

#### **Out of District Applicants**

Interested candidates ***must complete and submit the Principal Insight Interview*** and then the Denton ISD on-line external application at [www.dentonisd.org](http://www.dentonisd.org) under "Employment Opportunities." Upload employment credentials and a current résumé detailing experience, qualifications, and professional accomplishments.

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