

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### TRAINING & SAFETY SPECIALIST

#### QUALIFICATIONS:

- (1) High School Diploma or Equivalent, Associates Degree preferred.
- (2) Must possess a valid CDL Class B License with appropriate bus driver "P" – Passenger and "S" – School bus endorsements or must acquire within first 90 days of employment
- (3) First Aid/CPR Certification.
- (4) Experience in supervision and personnel management.
- (5) 3-5 Years of School District Transportation Operational Experience or documentable equivalent experience preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Must possess skills in the use and operation of personal computers and associated software. Must possess excellent analytical, organizational and communication skills. Ability to supervise and manage transportation staff, as assigned. Knowledgeable in office practice skills. Operating knowledge of a school bus. Knowledgeable in safety precautions relating to transportation of students and of occupational hazards. Working knowledge of rules and regulations of school bus operations and State traffic laws. Knowledge of FCC radio rules and regulations. Ability to effectively communicate with bus drivers over two-way radio. General knowledge of vehicle mechanical systems. The ability to prepare required written reports. Ability to understand and relate to students and parents. Ability to communicate effectively with school administrators. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to work cooperatively with others. Knowledge of and ability to use crisis intervention and prevention techniques.

#### REPORTS TO:

Director of Transportation

#### JOB GOAL

Ensuring safe and efficient operation of school buses in the transporting of the District's school children.

**SUPERVISES:**

Bus Drivers  
Bus Aides  
Other Assigned Support Personnel

**PERFORMANCE RESPONSIBILITIES:**

1. Successfully conducts school bus driver training programs and courses established by the state or school district.
2. Develop and organize training classes for prospective school bus drivers.
3. Acts as liaison with parents and general public to resolve complaints and improve customer relations.
4. Monitors drivers to ensure safe operation and conformity with laws, rules and policies.
5. Maintains confidential records; completes forms and prepares reports and audits as required by state or school district policies.
6. Oversees the transportation safety program and ensures that safety standards are implemented.
7. Ensures school bus accidents are properly investigated.
8. Oversees and monitors CDL trainers who meet acceptable standards and schedules assignments.
9. Assists in retraining drivers as necessary.
10. Schedules road tests, check rides and other driver duties.
11. Administers appropriate discipline to school bus drivers and aides.
12. Assist in evaluating drivers.
13. Works with the human resources department in the administration of a drug and alcohol testing program for transportation department staff.
14. Oversees required on-site quarterly random drug and alcohol testing.
15. Assists Supervisor with driver discipline issues.
16. Tracks and documents all drivers and aides work hours daily.
17. Supervises all dispatching functions.
18. Observe bus stops for safety.
19. May be required to perform the duties of a bus driver.
20. Verify weekly Florida HSDMV Records Check and resolve any issues
21. Administer/monitor FMCSA drug and alcohol testing program for transportation department staff.
22. Performs related duties as assigned by the-Director of Transportation.
23. Replaces supervisor in supervisor's absence.
24. Drive a school bus when necessary.

**PHYSICAL REQUIREMENTS:**

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of work year and hours of employment shall be established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code 4

**Flagler Schools Strategic Framework – Resources & Support Systems**

**Approved 06/19/2018**