



# Division of Human Resources

## JOB DESCRIPTION

**Job Title:** Coordinator of Safety/Training

**Wage/Hour Status:** Exempt

**Reports to:** Assistant Director of Transportation

**Pay Grade:** BP03 (230 Days)

**Dept./School:** Transportation

**Date Revised:** March 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 Hays CISD.

### Qualifications:

#### Minimum Education/Certification:

High school diploma or equivalent with additional appropriate education and/or training.

Valid Texas CDL License with passenger and school bus endorsements.

Valid Texas School Bus Driver Certification.

Must pass school bus driver physical examination for physical and emotional stability.

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).

TEEX 'Train the Trainer' certification (Preferred).

CPR Instructor certification (Preferred).

#### Special Knowledge/Skills:

Ability to teach groups of students (Adults & Children)

Strong organizational, communication, and interpersonal skills

Documentation and record keeping abilities

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

#### Experience:

Five years applicable public school transportation experience

### Major Responsibilities and Duties:

1. Assist with interviews for new hire, inform and direct new and prospective employees in certification and training requirements.
2. Oversees the instruction of all transportation employees; check performance for compliance with state and local requirements.
3. Ensure all employees are trained in CDL, Drug and Alcohol Education, TEA Certification, Policy and Procedures, Student Management, and Special Needs.

4. Provide follow-up training for current employees as needed and document successful completion of training.
5. Ensure employees are familiar with FCC Regulations and district operating procedures in use of two-way communications systems.
6. Investigate accidents involving transportation department vehicles and or employees while on the job. Maintain records/files on each accident/injury.
7. Monitor traffic and weather conditions.
8. Oversee evacuation/conditions training program for all district students, coordinate annual training schedule with campuses, and document training of transportation employees.
9. 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.
10. Respond to concerns related to transportation employee performance of their duties, responsibilities and safety issues. Document, counsel and report to transportation director or designee.
11. 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.
12. Assist director in executing the daily administration/operations of the department.
13. Serve as a substitute, extra-curricular trip driver or bus monitor when needed; and meet all bus driver or support performance responsibilities when doing so.
14. Assist with preparing employees for Road-e-o safety competition.
15. Perform other duties as assigned.

### **Supervisory Responsibilities:**

Supervise and evaluate performance of drivers, substitute drivers, monitors, trainers, camera monitors, and other designated drivers.

### **Equipment Used:**

School bus and all related equipment, personal computer, transportation operations software programs, copier, adding machine, telephone, two-way radio, fax machine, DVD and camera.

### **Working Conditions:**

#### **Mental Demands/Physical Demands/Environmental Factors:**

Paperwork processing, classroom teaching, bending, stooping, twisting, turning, reaching, lifting up to 50 pounds, carrying, pulling, pushing, climbing, extensive sitting, normal office environment, frequent interruptions, possibility of extended hours, outside, excessive heat, excessive cold, excessive humidity, excessive dampness or chilling, intermittent noise, fumes, wind and dust. Fast paced stressful environment.