

SECTION I: GENERAL INFORMATION

Classification Title: Transportation Safety Manager	Department: Transportation	Unit: Unaffiliated
Immediate Supervisor: Transportation Supervisor	Grade Placement: As per work agreement	FLSA Status: Non-exempt
<p>Job Summary:</p> <p>Under the direction of the Transportation Supervisor, the Transportation Safety Manager is responsible for formulating and establishing bus safety and for coordinating transportation issues/needs between the transportation department, drivers, educational assistants, activities programs within schools, special needs programs, and regular education programs. Duties of the position also include serving as the Safety Manager in investigating, reducing and/or preventing accidents, and implementing prevention plans along with training bus drivers in safety procedures and student behavioral management on the bus. Must be knowledgeable of Federal and State laws and regulations related to K-12 student transportation. Possesses interpersonal skills that enable the employee to interact with children, staff, parents, and supervisors in a professional and courteous manner.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Organizes, provides training, documents, and develops a system to meet federal and state transportation regulations.
2. Assists, plans and implements safety policies and procedures in compliance with local, state, and federal rules and regulations including Occupational Safety and Health Administration (OSHA) and Department of Transportation (DOT).
3. Works with the Trainer designated by the Transportation Supervisor in the safe and efficient operation of the fleet.
4. Provides updates on safety compliance concerns and preventative actions.
5. Facilitates monthly safety meetings with bus drivers relaying issues of contract compliance, federal/state regulations, best practices, school policies, and/or location specific protocols. Reviews incident and accident report forms, investigates stop arm violations, and collects and emails evidence to local authorities.
6. Maintains and monitors ongoing training and safety needs, including evaluations, DOT compliance, Drug and Alcohol Clearinghouse compliance, licensure renewal, and drug screens.
7. Monitors and maintains driver records and compliance with regulations for driver qualifications, training, and licensure.
8. Trains department employees concerning safety standards, procedures and requirements. Provides ongoing training as needed to staff to mitigate hazards.
9. Instructs staff on the proper handling of equipment for special needs students.
10. Assists the Transportation Supervisor with staff assigned to training or/and mentoring staff.
11. Provides training for the handling of student discipline and emergency situations.
12. Provides training on student safety both on and off the bus. Trains students in bus safety and their responsibilities and rules on and around buses and bus stops.

Records maintenance.

1. Maintains records of driver personal information, medical examinations, background checks, driving records, drug testing, and endorsements.
2. Understands the guidelines of Federal Motor Carriers Safety Administration (FMCSA), training and documenting classroom requirements and behind the wheel training for staff.

Creates, modifies and implements SPED routes according to transportation requests, district policy, state statutes and available resources utilizing transportation technology and routing/scheduling application(s) and information systems.

- Analyzes SPED routes for safety concerns and time constraints.
- Consults with drivers and parents regarding SPED routing concerns and changes. Modifies SPED routes as appropriate.
- Informs drivers of all SPED routes/changes/updates.
- Maintains and updates all SPED student information and records (i.e. new enrollments, childcare form changes, special education forms, error reports for Infinite Campus, etc.).

Dispatches buses on routes and trips according to pre-planned schedules. Monitors routes via GPS software and interacts with drivers, parents, and/or school officials regarding route progress or delays. Communicates directly with drivers concerning needs or issues and coordinates transportation concerns/issues such as weather, traffic, mechanical issues, or hazards.

Reviews transportation discipline reports from drivers and discusses situations with drivers. Reviews prior reports and current reports to determine appropriate actions. Contacts parents to relay student actions and decisions to be taken by the Transportation Department (i.e. warning, suspension, or other actions). Notifies school personnel of actions. Enters discipline report into the students record in Infinite Campus.

Performs other duties of a comparable level or type, as required.

Attends training sessions, conferences, seminars, district and departmental meetings.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	Major field of study or degree emphasis:		
x	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	2nd year graduate level			
		<ul style="list-style-type: none"> • Knowledge of relevant laws, statutes, rules or guidelines pertaining to transportation or safety issues. • Fundamentals of transportation safety, operations and needs. • Fundamentals of transportation routing and scheduling. • Knowledge of business productivity software (i.e. Google Apps, Word, Excel, Access, PowerPoint, Outlook, e-mail) used in the daily administrative functions of the office and specialized applications utilized in the routing and scheduling (i.e. Versatrans, Trip Direct, Zonar GTC, etc.) • Knowledge of roads and geography of district and its boundaries. • Training and assessment techniques and fundamentals. • Rules of the road and operation of buses. 		

Required Work Experience in Addition to Formal Education/Training:

Requires a minimum of 5 related experience driving school buses, dispatch and/or routing experience.

LICENSE/ CERTIFICATION	Identify licenses/certification required: Class B Driver’s License with Passenger, School Bus and No Air Brake Restriction, Certification in First Aid and CPR.
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Applying judgment and principles in coordinating the set-up, creation of bus schedules and routes. • Maintaining driver records, driver information, qualifications, drug tests, and other documentation required according to district policies, procedures or regulations. • Bus operation and following rules of the road and safety regulations and requirements. • Writing safety, training and evaluation reports and/or protocols and procedures for school and driving staff. • Reviewing driver timesheets, mileage reports and expense reports to assure accuracy and completeness. • Planning and conducting training sessions and safety meetings. • Presentational skills. • Judgment, discretion and problem-solving skills to deal with bus discipline and behavioral issues with students, parents, drivers and staff. • Public/customer relation activities associated with addressing staff and/or community questions, answers or concerns pertaining to safety, scheduling or related transportation issues. • Investigating incidents, accidents or safety issues and resolving related conflicts, problems or issues. • Time management and organizational skills. • Driving and training staff in bus operations.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs			X	
Walk		X			Up to 25 lbs	X			
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:
Sedentary Work:
 Exerting up to 10 pounds of force frequently and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body.



HAZARDOUS WORKING CONDITIONS	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>Duties are generally performed in an administrative/office/school setting where there are minimal environmental hazards and risks. Employee may be exposed occasionally to some conditions involving human interactions, unexpected hours and meetings.</p>
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SECTION IV: DISTRICT MISSION AND CORE VALUES

OUR MISSION	<i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world.</i>
CORE VALUES	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
MISSION OUTCOMES	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
STRATEGIES	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all St. Francis Area Schools stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
STRATEGIC DELIMITERS	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

<p>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</p>	
<p>_____</p> <p>Department Head's Signature</p>	<p>_____</p> <p>Date</p>
<p>Classification History: Created classification description 5/2021 BCC, revised 12/2021</p>	