

SCHOOL TRANSPORTATION SAFETY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for researching, planning, developing and coordinating programs for school transportation safety and for improving driver training along with improving public awareness. Such programs would include educating school district employees, students, drivers and the public on all aspects of school bus safety. This work is performed under the direction of the Supervisor of Transportation.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Develops, plans and implements transportation safety programs;
2. Develops, coordinates and implements driver training programs;
3. Maintains records relative to safety and driver training programs;
4. Develops, coordinates and implements bus driver recruitment and retention programs;
5. Investigates accidents and reports of motor vehicle law violations;
6. Assists in the investigations of complaints and safety issues;
7. Assists in the preparation of transportation schedules;
8. May serve as a substitute driver.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the practices, safety issues and procedures necessary to develop and implement school transportation safety programs;

Knowledge of driving safety practices, traffic laws and regulations needed to train others;

Knowledge of the operation of a school bus sufficient to transport students in a safe and efficient manner in all weather and traffic conditions;

Ability to evaluate and keep records of training programs and safety programs;

Ability to establish and maintain effective working relationships with various groups;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three years of experience working in a transportation system, e.g. operations, scheduling, dispatching, repairs, etc.

SPECIAL REQUIREMENT:

1. Candidates must possess a valid appropriate level New York State Commercial Driver's License at time of appointment. A standard school bus requires a class B license with a Passenger endorsement.
2. Candidates must be certified to train under Article 19A of the Vehicle and Traffic Law.

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ADOPTED: 4/25/01