

# **SCHOOL DISTRICT OF OKEECHOBEE COUNTY**

## **TRAINING AND SAFETY SPECIALIST**

### **JOB DESCRIPTION**

#### **QUALIFICATIONS:**

- (1) High school diploma or equivalent.
- (2) Associates degree preferred.
- (3) Valid Florida Commercial Driver's License (CDL), Class B, with passenger and school bus endorsements, with good driving record.
- (4) Three (3) years experience as a Bus Driver.
- (5) Experience as a Trainer or Safety Officer with a school transportation department or in fleet operation preferred.
- (6) Satisfactory criminal background check and drug screening.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work cooperatively. Knowledge of county, state and federal regulations regarding transportation safety and driver training. Ability to analyze problems and suggest solutions. Ability to plan, design, implement, and evaluate training programs for bus drivers of commercial vehicles. Ability to read maps and use electronic distance measurement instruments. Ability to maintain accurate records and files. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to carry out job responsibilities and 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 answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

#### **REPORTS TO:**

Supervisor of Transportation

#### **JOB GOAL**

To assist in providing safe, efficient, and professional operation of bus fleet and other district vehicles.

#### **SUPERVISES:**

N/A

#### **PERFORMANCE RESPONSIBILITIES:**

##### **Service Delivery**

- \*(1) Plan and implement programs, policies and procedures to provide effective and efficient safety training programs in support of all school transportation.
- \*(2) Analyze safety, using current laws and policies, and suggest corrective actions.
- \*(3) Plan, design, implement and evaluate training programs for all school bus drivers, assistants, and drivers of commercial vehicles.
- \*(4) Compile data and analyze training needs in order to develop educational materials for improving driver performance.

## **Training and Safety Specialist - Continued**

- \* (5) Schedule and implement bus safety programs for elementary students.
- \* (6) Maintain accurate and current driver files as required to monitor health, safety and driver history issues.
- \* (7) Monitor CDL drivers to ensure compliance with applicable procedures and laws.
- \* (8) Review Department of Motor Vehicle (DMV) on a continuing basis to identify any applicable driver's license suspensions.
- \* (9) Assist with on-site handling of disruptive student behavior or student injury on buses or at bus stops.
- \* (10) Assist with scheduling and conducting bus emergency evacuation drills under direction of school principal or designee.
- \* (11) Demonstrate initiative in the performance of assigned responsibilities.
- \* (12) Drive bus route with students as needed.

### **Employee Qualities/Responsibilities**

- \* (13) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \* (14) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (15) Ensure adherence to good safety standards.
- \* (16) Maintain confidentiality regarding school/workplace matters.
- \* (17) Model and maintain high ethical standards.
- \* (18) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (19) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### **Inter/Intra-Agency Communication and Delivery**

- \* (20) Serve as district investigator of vehicle accidents; assist law enforcement and prepare reports for submission to risk Management.
- \* (21) Exercise service orientation when working with others.
- \* (22) Keep supervisor informed of potential problems or unusual events.
- \* (23) Use effective, positive interpersonal communication skills.
- \* (24) Respond to inquiries and concerns in a timely manner.
- \* (25) Serve on school/district committees as required or appropriate.

### **System Support**

- \* (26) Exhibit interpersonal skills to work as an effective team member.
  - \* (27) Follow federal and state laws as well as School Board policies, rules and regulations.
  - \* (28) Demonstrate support for the school district and its goals and priorities.
  - \* (29) Demonstrate initiative in identifying potential problems or opportunities for improvement.
  - \* (31) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
  - \* (32) Participate in cross-training activities as required.
  - \* (33) Successful completion of Florida Third Party Examiner Course within six (6) months of hire.
- Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

## **Training and Safety Specialist - Continued**

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

Job Description Supplement 08

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those 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.

Board approved: August 2, 2021