

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

TRANSPORTATION SAFETY & TRAINING SPECIALIST
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Required Qualifications:

- High school diploma or equivalent
- Minimum of two (2) years experience in school bus transportation or related area
- Must possess a valid Class A or B Commercial Driver's License with Passenger and School Bus endorsements
- Medical Examination Report for Commercial Driver Fitness Determination

Desired Qualifications:

- Florida school bus operator trainer certificate

Performance Responsibilities:

- Recruit, interview and oversee training for school bus operators and bus attendants
- Develop and provide continuous in-service training
- Test and maintain records for school bus operators
- Conduct crash investigations involving department vehicles
- Maintain crash records and report applicable data to the Florida Department of Education
- Assist with the evaluation of bus operator performance
- Investigate and evaluate hazardous walking areas and complete joint use program
- Assist with bus evacuation drills
- Assist in the preparation of safety policies and procedures
- Provide support on the implementation of safety policies and procedures
- Conduct audits of bus routes to ensure they are in compliance with State and local board policies, department guidelines and procedures, and generally accepted safety practices
- Supervise bus drivers to ensure a coordinated and effective operation of the student transportation network
- Meet with parents, school based administrators, students, and the public to coordinate transportation efforts and resolve transportation related issues
- Implements programs and updates county safety procedures and manuals pertaining to transportation and safety functions
- Serve as a member of Safe Driver Review Committee
- Request Department of Motor Vehicles record checks
- Survey school bus stops and routes for potential accident situations and report hazards to proper authorities
- Respond to complaints and inquiries from operators, school personnel and the public concerning student discipline and assist in the follow-up of disciplinary action

- Assist school principals in the analysis of pedestrian and vehicular safety in the immediate area of schools
- Perform other duties as assigned by the Assistant Director of Transportation and/or designee

Physical Demands:

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 regularly or as needed to move objects

Reports to:

Reports to the Assistant Director of Transportation and/or designee

Evaluation:

Annual evaluation done by the Assistant Director of Transportation and/or designee

Terms of Employment:

11 or 12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:

78033

Board Approved: 9/4/12
Revised: 06/10/14, 7/6/2015