

**The Bolles School  
Job Description  
DRAFT**

**Position Title:** Director of Safety, Security & Transportation

**Reports to:** Chief Financial & Operations Officer

**Position Summary:** The Director of Safety, Security & Transportation manages all aspects of the security and transportation department. Ensures a safe and secure environment on all campuses for all students, faculty, staff, parents, and visitors.

**Qualifications/Requirements:**

- Bachelor's degree in a related field and a minimum of five years' experience in security, safety, risk management, or other related field
- Ability to maintain confidentiality in all aspects of job
- Detail-oriented, deadline focused, and able to thrive in a fast-paced environment
- Demonstrated knowledge of transportation, security procedures, and school safety issues
- Ability to analyze risk and make appropriate recommendations
- Ability to take charge and deal professionally and calmly in emergency or stressful situations
- Private security, public police, or fire/rescue experience preferred including knowledge of federal, state, and local laws
- CPR/AED certification desired (training will be provided, if necessary)
- Ability to react calmly and effectively in emergency situations
- Ability to read and understand documents and to write routine reports and correspondence
- Exceptional communication and interpersonal skills to deal effectively with a diverse constituent group
- Demonstrated problem solving and decision-making skills
- Be able to exercise independent judgment and discretion at all times
- Must possess the following: State of Florida Class "D" and Class "G" licenses; CDL with class B designation

**General:**

- Demonstrates and enthusiastically supports the School's Mission
- Performs in a manner that reflects positively on The Bolles School
- Communicates well, works congenially, and deals effectively with all school personnel and families, as well as with the larger business and educational community
- Performs other duties as requested

**Essential Functions:**

***Safety & Security***

- Identifies, evaluates, controls, and minimizes the school's exposure to injury of students, employees, parents and visitors
- Provides a safe and secure environment for students, employees, and guests on campus

- Monitors school grounds to ensure a safe environment
- Oversees safety/security investigations and other internal security matters
- Monitors campus security systems, cameras and surveillance equipment
- Creates and maintains productive working relationships with the local police, fire, and rescue departments
- Develops and implements action plans to provide a safe environment and immediate response to imminent threats of violence, criminal incidents, emergency medical incidents, and others
- Investigates, reviews, and reports to school administration and local, state, and federal law enforcement agencies, as appropriate, on accidents, incidents, and violations of law
- Assists law enforcement officers as directed by school administration
- Oversees contract with security company and ensures school protocols are communicated and adhered to
- Develop and direct regular training for security staff
- Plans and conducts emergency lockdown and fire drills as required by law and school policy
- Leads School Emergency Response Team to effectively prepare and manage the school's emergency preparedness plan

### ***Transportation***

- Analyzes student transportation needs and develops appropriate routes, assignments and schedules
- Manages transportation office and dispatching activities and communication operations to ensure drivers assigned to obtain optimum use of equipment and resources
- Initiates investigations into causes of transportation incidents and takes action on findings
- Oversees inspection of transportation equipment for cleanliness, safety, and appearance, and takes required actions to meet prescribed standards
- Monitors trip and dispatch logs for schedule adherence
- Maintains dispatch and vehicle operations records and reports

### ***General***

- Responds to parent and student complaints and initiates corrective actions to improve customer relations and services
- Develops and implements policies and procedures on campus safety, security and transportation in compliance with state and federal laws and insurance regulations
- Develop and monitor annual budget for safety, security, and transportation departmental expenditures
- Hires, trains, and supervises drivers and security personnel
- Coordinates issuance of manuals, bulletins, and technical guides to improve services and operational activities
- Provides basic first aid and medical attention as appropriate

### **Physical Requirements and Work Environment:**

- Must be able to work outside in seasonal temperatures and conditions
- Work is performed during both daylight and evening hours
- Be able to occasionally lift up to 50 lbs.
- Must be able to assist constituents in an emergency (fire, evacuation, illness, or injury)
- Must possess strength and endurance required to maintain constant supervision of campus
- Sitting and/or driving for long periods of time; standing/walking for long periods of time
- Reaching, squatting, climbing stairs, kneeling, moving light equipment required