

Job Title:	Safety Trainer - Transportation
Grade Level/Terms of Employment:	Grade 116 /12 Month Contract
FLSA Status:	Exempt
Work Location:	Transportation
Immediate Supervisor:	Director of Pupil Transportation & Fleet Management

General Description:

Trains bus operators and monitors, including performing and/or coordinating "ride-checks" to evaluate driving, safety skills, and performance to ensure competency in the seven areas required by Virginia and local law and transportation directives. Maintains certifications necessary to teach all aspects of required trainings.

Essential Duties and Responsibilities:

- Plans and conducts mandatory training for bus drivers and bus monitors in accordance with the Virginia School Bus Training Curriculum Guide and RPS's designated transportation training curriculum, including safe operation of lifts, wheelchairs, and other security devices required to transport students with special needs
- Ensures that training requirements, curriculum guides and safety materials are kept up-to-date and maintains driver safety records
- Performs and/or coordinates "ride-checks" to evaluate driver's driving and safety skills and performance to ensure competency in the seven areas required by Virginia and local law and transportation directives
- Maintains certifications necessary to teach all aspects of required training
- Actively assists in investigating all accidents
- Effectively reports incidents and accidents involving school board vehicles to Risk Management and the Virginia Department of Education (VDOE)
- Prepares the packets and serves on the Accident Review Committee to determine the cause of accidents and recommend opportunities for prevention
- Conducts remedial driver training within 48 hours following an accident, unsafe driving incident, reported concern, or break in service more than 90 days
- Makes recommendation(s) for disciplinary action, if necessary
- Trains and supervises driver trainer(s)
- Serves as the principal coordinator for the Train-the-Trainer driver training program
- Conducts bus driver and monitors pre-employment interviews and ensures all requirements are verified
- Schedules "Safety Talks" for elementary school students
- Coordinates school bus safety evacuation drills in the fall and spring, including assisting special education bus drivers in developing bus evacuation plans, and compiles state reporting information of these drills for compliance
- Coordinates and executes the annual local and regional driver skills competition (ROADE-O)
- Performs other related duties as assigned or required by leadership

Qualifications:

- High school diploma or its equivalency required
- Associate's Degree preferred

- Valid Class B Commercial Driver's License to operate a school bus (including S and P endorsements) required, or must acquire such within the first 90 days of employment
- At least three years of experience in transportation management and/or driver instruction
- Knowledgeable of DMV rules and regulations for school bus operators
- State Approved Driver Training Certification and Defensive Driver Instructor Certification required or must acquire within the first 240 days of employment
- Experience in accident investigations or reconstruction preferred
- Ability to plan, communicate, and execute a safety program that will result in a gradual reduction of accidents within the division
- Ability to communicate instructions to bus operators, monitors and school staff; ability to train and evaluate personnel with patience
- Ability to work independently and handle multiple projects in an organized manner
- Ability to work well with people at all levels internally and externally
- Sufficient strength and dexterity necessary to perform all required tasks of lifting, stooping, bending, and carrying equipment and materials to and from work sites