

POSITION TITLE: Safety/Training Associate - Transportation

QUALIFICATIONS: High school diploma or its equivalency, plus a minimum of two years of safety associate experience. Ability to effectively communicate with and work in a cooperative and collaborative manner with coworkers, bus operators and monitors and other department staff, and the general public. Excellent interpersonal, communications, presentation and organizational skills required. Must be adaptable to changing priorities, have the ability to work independently and ability to effectively complete multiple assignments simultaneously. Excellent customer service and public relations skills required. Experience with IBM computers and with Microsoft Office, Word and Excel software applications required. Some experience in computer systems technology, planning and developing statistical data, and the development and maintenance of a bus operator safety and training library required. Considerable knowledge of the Virginia Code as it pertains to school bus fleet operations required. Necessary Special Requirements: Possession of a valid Commercial/Drivers License (CDL) with appropriate endorsements; certified School Bus Operator Trainer, certified Instructor for National Safety Council's Defensive Driving Course, certified examiner for 3rd Party Testing by Department of Motor Vehicles.

PERFORMANCE EXPECTATIONS: Serves as the contact person for COSHA and Concentra medical center on all pre-employment, post accident, random drug testing for school bus operators, and activity drivers. Also serves as the contact person for confidential drug and fingerprint test results. Prepares and maintains data for the State Report concerning all collisions during the school year. Coordinates with the Division of Motor Vehicles quarterly requests for driving records. Assists with the planning of orientation and refresher training for bus operators and monitors at the beginning of the school year. Coordinates the annual School Bus Rodeo, Driver and Monitor Appreciation banquet, safe driving awards and other special events. Coordinates with Health Services office on annual physicals. Coordinates for new employee fingerprinting and processing of photo identification. Interviews new applicants for hiring and training. Coordinates the fitting and distribution of driver and monitor uniforms. Serves on accident review panel and notifies employees of the outcome. Plans and develops effective safety office procedures to include implementation of filing systems, computerized documentation and statistical data. Maintains employee training records, accident/incident records, injury/records, and other safety reports/records as required. Maintains a safety library and bulletin board. Prepares statistical graphs and charts relating indicators or trends for the reduction of losses. Maintains the Department of Motor Vehicles 3rd Party Testing Program files. Perform other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs skilled clerical and responsible administrative office support work assisting the supervisor of Safety Training with safety and training related activities. Performs a variety of tasks in an office environment; does other related work as required. Work is performed under minimum supervision. This is sedentary work requiring a negligible amount of force to move objects (10 lbs. or less); work requires stooping, kneeling, reaching, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

REPORTS TO: Safety Trainer

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 112

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Non-exempt