

Training/Safety Lead

Classification: Transportation

Location: Transportation Department

Reports to: Transportation Director

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Serves as a lead for the training staff. Responsible for personally performing and overseeing the performance of driver trainers. Coordinates planning, developing, and delivering training to potential school bus drivers and transportation employees in vehicle operation, safety, district, state, federal policies, procedures, rules, and regulations. Effectively collaborates with all transportation departments, programs, and school personnel in the accomplishment of the district mission while creating an atmosphere of confidence and support. This position plans and adjusts processes based on the needs of the district, schools, staffing and other jurisdictions.

Part II: Supervision and Controls over the Work:

Serves under the Director of Transportation or designee. The incumbent is responsible for effectiveness of planning, training, compliance with policies, programs, and contributes to the achievement of district and department goals and objectives. Provides information when requested for the evaluations of designated personal under this position control. Work is guided by, and must be in compliance with, federal and state law, policy direction of the School Board, and compliance with federal, state and local regulatory agencies.

Part III: Major Duties and Responsibilities:

1. Program Operations:

- a. Oversees and coordinates the planning and implementation of the training program for applicants accepted for training.
- b. Annually prepares in-service training for school bus drivers, which is in compliance with the requirements for ODE continuation of School Bus Driver certification.
- c. Assures that all drivers have a valid First Aid Card.
- d. Maintains confidential records related to driver certification.
- e. Maintains current information on district, state and federal policies, procedures, rules and regulations.
- f. Schedules, coordinates and documents evacuation drills per ODE requirements, and

- kindergarten safety training.
- g. Coordinates on the road driver ride checks.
 - h. Maintains, coordinates and works with Lead Routing Specialist Dispatcher to establish yearly on-call schedules for after-hours staff support.
 - i. Oversees DMV Third Party Tester program, working harmoniously with DMV through audits and providing information required by DMV in a timely manner.
 - j. Coordinates scheduling for all trainers and assistant trainers.
 - k. Oversees video requests and coordinates the maintaining of video logs per Oregon Law and District Board Policies.
 - l. Plans, implements and coordinates training throughout the year, which complies with the requirements for ODE continuation of school bus driver certification, including First Aid, Core and Student Management classes.
 - m. Oversees and coordinates sending class records to ODE for documentation of classroom training for all drivers.
 - n. Assists drivers with planning and implementing support plans for student management needs.
 - o. Oversees and coordinates special needs training for drivers, coordinating training in vest fittings, wheel chairs, lift operation, and securements.
 - p. Oversees and coordinates parent support and involvement for vest fittings and securements through district sponsored IEP program for individual student.
 - q. Oversees and inventories all special needs equipment for distribution. Recommends to director replacement of special needs transportation equipment.
 - r. Oversees and coordinates the evaluation of roads for the purpose of advising the development of safe paths to school and recognizing hazards for submittal to the supplemental plan.
 - s. Evaluates safe loading/unloading /walk areas/bus stops for the district supplemental plan and district load zones, communicates to the Director of Transportation for Board, Administration and ODE approval.
 - t. Oversees and coordinates routine checks, which include specific road hazards, school bus load zone parking and safety concerns, bus stops, and individual driver skills..
 - u. Oversees and coordinates develops and implements a training program for applicants accepted for Type 10, Type 20 programs and school bus assistants.
 - v. Provides information pertaining to the performance of staff to include intervention when performance fails to meet expectations. May be asked to assist in internal and external investigations.
 - w. Maintains confidentiality of all department and personnel matters

2. Driving:

- a. Drive a school bus or other authorized vehicle on scheduled routes and/or trips in support of district-approved activities, both in and out of school district boundaries.

3. Customer Service:

- a. Builds and maintains strong working relationships with school personnel, central office and building staff using a model of customer service that assures the

operational program is responsive and sensitive to the needs of students, patrons, and school staff.

- b. Employee may be required to interact with clients, customers, and staff who are emotionally upset, angry, or distraught. In such interactions, employee must be able to maintain control, decorum, and professionalism.

4. Safety:

- a. Participates and coordinates Safety Committee meetings, records meeting notes, follows up on safety concerns, communicates to director, and follows all OSHA guidelines pertaining to Safety Committee meetings.
- b. Oversees all aspects of accidents: response, reports, records, documentation, investigation and re-training. Communicates with supervisor, works closely with risk management by pulling video and reporting, provide retraining of driver. Provides all required reports to ODE. Communicates with Director when driver no longer qualifies to drive due to accumulation of points (per ODE rule: OAR 581-053-0050).
- c. When directed by director or designee this position participates in early morning inclement weather road safety checks.
- d. Participate in the district's Crisis Response Team.

5. Program Evaluation, Analysis and Feedback:

- a. Participates in periodic assessment of departmental programs and/or changing needs.
- b. Serves on the safety and handbook committee.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Associates degree or equivalent education and experience.
- Possess a Commercial Driver's License and possess a safe driving record.
- Possess and maintains current State School Bus Driver's Certificate, "Behind the Wheel" training certificate and appropriate licensing endorsement.
- Third Party Tester certification from DMV (Inactive or Active).
- Core Instructor certification through ODE or able to acquire within 1-year.
- Minimum of five years of progressively responsible experience in pupil transportation. Two years of responsibility must be as a Behind the Wheel trainer with experience in driver instruction (per ODE rule 581-053-0140)

- Effective oral and written communications. Analytical ability, knowledge and skill in the use of office technology and office software, which includes but not limited to Microsoft Office Tools, Google Drive, sheets, docs, and forms.
- Knowledge of mapping and routing systems with at least one-year experience.
- Ability to read and interpret street and internet mapping systems.
- Knowledge of district area and school boundaries.
- Presentation and training skills. Able to present to large groups.
- Knowledge of laws, codes, rules, policies and regulations relating to pupil transportation.
- Strong understanding and history of successful customer service and ability to establish and maintain effective relations with patrons and staff.
- Ability to delegate work both independently and cooperatively.
- Ability to organize work, set priorities, and meet deadlines.
- Ability to make good decision-making skills.
- Ability to work under pressure and resolve conflicts.

Part V: Desired Qualifications:

- Bachelor's Degree in business or related field.
- Three years' experience assigning work in related field.
- First Aid Certified Instructor.
- Bilingual and bicultural skills.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.
- The employee must occasionally lift and/or move 25 to 50 pounds and must be able to lift and move students of greater weight in emergency situations.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee could be working in poor weather conditions, including rain, snow, wind and cold.
- This position is subject to random drug testing under Department of Transportation guidelines and in compliance with District Anti-drug and alcohol prevention programs.