Adams12 Five Star Schools

Job Description

Prepared/Revised: April 2025

Job Title:	**Manager, Transportation Training & Safety**	Job Code:	**5089**
Job Family:	**Non-Certified**	FLSA Status:	Exempt P
Pay Program:	**Administrative**	Level:	L8
Work Year:	**12 months**		

SUMMARY: The School Bus Transportation Training and Safety Manager is responsible for managing and implementing comprehensive training programs for school bus operations, with a dual emphasis on positive student behavior management and adherence to transportation protocols. This role ensures all transportation staff are thoroughly trained in student behavior management techniques, safety procedures, emergency response protocols, and best practices for maintaining a secure environment for students during transit. The Safety Manager will oversee the Transportation Trainers, providing them with educational support and guidance to help staff successfully obtain their commercial driver's licenses and effectively manage student behavior while ensuring safety standards are consistently met.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Providing ongoing support and guidance to bus drivers and assistants, offering strategies for effectively managing student behavior while ensuring safety standards are met. Monitor the daily implementation of student behavior management techniques, assisting staff with real-time issues as they arise. Collaborate with other district departments to ensure transportation staff receive the necessary resources and solutions to address challenges faced during bus operations. Act as a liaison between transportation staff and other district personnel, promoting communication and collaboration to enhance overall support systems and operations. Supervise transportation trainers.	D	30%
2. Responsible for designing, developing, and implementing comprehensive training programs focused on student behavior management, with the goal of fostering a positive and safe environment during transit. This includes creating and updating training materials that emphasize effective communication with students, understanding behavioral issues, and implementing strategies to manage student conduct on the bus. Ensures that training programs meet both student behavior management standards and the necessary school bus operation protocols, ensuring all staff are trained in compliance with Federal, State, District, and Department regulations and policies. Provides hands-on training and assistance, while continuously assessing and refining programs based on feedback from staff and observations to uphold safety standards and improve overall training program effectiveness.	M	20%
3. Conduct regular safety audits to assess how effectively bus drivers and bus assistants manage student behavior during transport. Evaluate adherence to safety protocols, such as the proper use of seat belts and ensuring students exit the bus safely. The manager will document audit findings and collaborate with staff to address and improve any areas of concern.	D	10%
4. Develop and review policies related to student conduct on school buses, ensuring they align with district guidelines and best practices. Collaborate with legal counsel to create clear, supportive policies that outline behavioral expectations, positive interventions, and procedures for addressing incidents. Ensure staff are trained on these policies to foster a safe, respectful, and supportive environment for staff and students.	D	8%
5. Attend district meetings, conferences, and serve on committees, including but not limited to SAC, CSPTA, RMFMA, MATES, and the Colorado Department of Education (CDE). Plan and coordinate in-service meetings, identifying areas of focus based on department and employee needs. Ensure that school bus operations comply with all Federal, State, District, and Department regulations and policies, continuously assessing and maintaining safety standards.	M	5%

6. Assist with classroom instruction and behind the wheel training of applicants and bus drivers to ensure successful completion of training and testing; recommend upgrades as necessary.	M	5%
7. Perform other duties as assigned.	Ongoing	2%
Total		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in business or related area. Equivalent relevant experience may be substituted for this requirement.
- Minimum of three (3) years of experience in transportation and/or a safety-related field.
- Experience with and knowledge of bus driving, student management, fleet maintenance, and student special needs equipment is highly preferred.
- Leadership experience in supervising, mentoring, and training staff, with a focus on student behavior management in educational or transportation environments preferred
- Completion of the District training courses "Facilitating Improved Performance," "Progressive Discipline, Conflict Management," "Interviewing & Hiring" and "Classified Evaluation System" within one year of hire

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid instructor certifications
- Commercial driver's license (CDL) with Passenger and School Bus endorsement
- Third-party tester license preferred – acquire Third-Party Tester License within 1 year of hire date
- Crisis Prevention Institute (CPI) instructor certification. Equivalent relevant experience may be substituted for this requirement.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of Colorado Department of Education (CDE), Department of Transportation (DOT), Federal Motor Vehicle Safety Standards (FMVSS) and Individuals with Disabilities Education Act (IDEA) regulations.
- Conflict resolution skills.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to maintain accurate logs of daily events, bus assignments, route coverage, activity coverage, etc.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Strong presentation skills, with a demonstrated ability to lead and engage large groups effectively during training sessions.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within (2) months after entering position.
- Operating knowledge of and experience with typical automotive shop equipment and tools.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Transportation & Fleet Operations	5010

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Transportation Trainers	3	1602
	Bus Driver Trainees	55	1255
	Bus Staff for Out-of-District, Facility Schools Bus Drivers Bus Assistants	15	1459

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Supervisory responsibilities include daily management of operations, hiring, disciplining, terminating, directing work, assigning work, training and completing performance evaluations.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand				X
Walk				X
Sit				X
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize		X		

Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	**Required**
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	**Exposure Level**
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	