San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Safety Trainer	**Exemption Status:**	Non-Exempt
Reports to:	Transportation Director	**Pay Grade:**	07
Works with:	Students/District Personnel	**Days:**	260
Dept. / School:	Transportation Department	**Date Revised:**	07/09/2019

Primary Purpose:

Safety Trainer is responsible for student's home to school and school to home, including other required school events. The Safety Trainer is responsible for ensuring the safety of all passengers including special education students while operating the assigned bus, and for ensuring all drivers are properly trained to meet safety guidelines.

Prerequisites:

- High School Diploma
- Valid Texas Commercial Driver's License (CDL) with class P (passenger) and S (school bus) endorsements
- Complete required bus driver safety training, including Region One Certification
- Must be over 18 years old
- Pass alcohol and drug tests, Medical Physical Examination
- Experience in driving a school bus and school bus safety operations
- Ability to train peers and manage student behavior

Major Responsibilities and Duties:

- Trains drivers on district policy regarding to ensure safety guidelines are being followed.
- Trains drivers on state and federal transportation regulations.
- Trains drivers on school bus operations and maintenance procedures.
- Train drivers operating special needs buses on proper equipment use.
- Trains drivers on properly maintaining and managing student behavior and discipline.
- Trains drivers how to conduct safety and operational inspection of assigned vehicle daily, Daily Vehicle Inspection.
- Establishes drop off and pickup order of assigned students; communicates with parents, supervisors, Operation Route Specialist, and other staff regarding transportation needs, plotting route on map, documenting route, and adjusting route for new and/or dropped students.
- Monitors students with special health problems while in bus; receiving written or oral instructions, being aware and alert to any signs of difficulty, administering first aid, and calling for emergency assistance.
- Maintains a variety of records and reports including but not limited to mileage, routing, maintenance, and time schedules.
- Attends meetings, programs, and training sessions as assigned.
- Maintains current required CDL with endorsements and Region 1 Certification.
- Plans all training needed for drivers to ensure safe routes and transportation of student riders.
- Follows up on expiration dates for driver certifications.
- Schedules training for driver certifications and testing as needed.
- Drives a school bus safely and on time to assigned bus routes and all other school activities.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Operate school bus; two-way radio; global positioning system (GPS); safety equipment including but not limited to flares, reflective signs, and fire extinguisher

Posture: Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling

Motion: Prolonged driving; moderate walking; frequent climbing stairs, grasping/squeezing, wrist and shoulder flexion/extension, and reaching

Lifting: Limited light lifting and carrying (less than 15 pounds) on a daily basis

Environment: Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; work around moving vehicles; regularly work irregular hours, and occasionally work prolonged hours

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____