

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

JOB DESCRIPTION

TITLE: Safety and Training Manager (FLSA: Exempt)

MINIMUM QUALIFICATIONS:

1. U.S. Citizen or authorized alien.
2. High School Diploma or equivalent; College degree preferred (experience may be substituted for degree).
3. Geographical knowledge of St. Tammany Parish.
4. Five (5) years experience in pupil transportation preferred.
5. Valid Class B Louisiana CDL License with P and S endorsements with no airbrake restriction.
6. Excellent driving record.

REPORTS TO: Supervisor of Administration for the Transportation Department

JOB SUMMARY: Under general direction, serves as a District Safety and Training Manager. Will serve the Transportation Department and other departmental employees throughout the St. Tammany Parish School System.

ESSENTIAL JOB FUNCTIONS:

1. Serves as a liaison between District personnel, parents, the public, and law enforcement agencies.
2. Assists with training new bus operators in correct and safe driving practices.
3. Orients new applicants to District transportation policies and procedures.
4. Observes and advises bus operators on correct and safe driving practices.
5. Responsible for assisting Administration with Department of Transportation drug screenings.
6. Disseminates, interprets, and administers all policies related to pupil transportation.
7. Inspects buses for proper functioning.
8. Assists law enforcement officers in emergency situations as requested.
9. Responsible for in-service training programs in safety and defensive driving and Non-Violent Crisis Intervention (NCI).
10. Interacts with employees to ensure safety standards and obligations are implemented and adhered to with Transportation and other departmental employees.
11. Communicates information relative to emergency situations, accidents, unsafe conditions/acts or any other safety event and executes emergency response plans accordingly.
12. Ability to work flexible hours or shifts.
13. Responsible for maintaining security of confidential information.
14. Performs other tasks related to the position as assigned.

KNOWLEDGE AND SKILLS:

1. Knowledge of public laws and District policies, regulations, practices, and procedures.
2. Knowledge of Louisiana Revised Statutes.
3. Knowledge of Commercial Driver's License (CDL) and Department of Transportation (DOT) rules and regulations.

PHYSICAL DEMANDS:

1. Must possess physical and mental stamina to perform all job functions, tasks, and duties.

TERMS OF EMPLOYMENT: 12 months per year; salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated by the Supervisor of Administration for the Transportation Department in accordance with provisions of the Board's policy for Evaluations of Support Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure or state or federal laws.

Approved by: _____

Date: _____

**Reviewed and
Agreed to by:** _____
(Incumbent)

Date: _____

Incumbent's Name (Please Print)

Employee Identification Number

Original – Human Resources Department

Copy – Supervisor

Copy – Employee