



COORDINATOR – DRIVER SAFETY TRAINING

SUMMARY/SCOPE/GOAL

Plan and implement procedures and methods to provide an effective and efficient, extensive safety training program, and serve as back-up to the Specialist - Drug and Alcohol Program.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High School diploma or equivalent required.
- Five (5) years' experience in transportation activities or as an instructor in a safety program.

PREFERRED/DESIRED:

- Computer skills preferred.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Certified Breath Alcohol Technician (BAT) (or obtain within 90 days of employment).
- Must possess or be able to gain certification as a Trainer/Examiner for the State of Florida and certification as an instructor in Cardiopulmonary Resuscitation.
- Florida Commercial Drive License (CDL) Class B with air brake and passenger endorsement.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Plan, design, present and evaluate a variety of training programs in driver safety for school bus drivers and attendants in the district.
2. Compile data and analyze training needs in order to develop educational materials for improving performance standards.
3. Confer with management to determine outline and scope of training program.
4. Coordinate and assist in the checking and evaluation of all facets of countywide school bus operations for safety.
5. Work with Center Supervisors to evaluate driver performance, report road hazards, school zone safety markers, routing, school bus stops and unloading zones at schools.
6. Assist in the establishment, mapping and documentation of the two-mile limit, and isolated transportation mileage and communicate with parents when there is a question regarding the two-mile limit for all district schools.
7. Assist in special projects such as: annual summer driver in-service, school bus driver's road-e-o and school bus safety program for elementary students.
8. Serve as liaison between school bus drivers, transportation center supervisors, schools, and transportation director.

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9. Train and test all new school bus drivers and other drivers for the State of Florida Commercial Driver's License.
10. Oversee recertification of all school bus drivers and attendants annually, including administration of the state required reflex test. Check school bus driver's license three times each year.
11. Read maps, perform mathematical calculations, and make hand drawings of maps to identify boundaries, hazards, and other restrictions.
12. Travel to schools and other sites to advise principals and other departments on matters concerning school bus safety, boundaries, walk zone and hazards.
13. Represent the Transportation Department at all meetings concerning development of new schools and renovation of present schools whenever the school bus unloading and loading area is involved.
14. Conduct Commercial Driver's License training and administer the examination.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Considerable knowledge of the National Defensive Driving Program and other safety driving programs appropriate for school bus drivers. Extensive knowledge of all state laws, rules and regulations pertaining to transportation. Ability to manage multiple tasks and prioritize. Ability to analyze problems calmly and objectively and recommend solutions related to transportation. Ability to read maps and perform arithmetic calculations. Ability to plan and implement instructional programs related to safety for bus drivers, attendants, and students. Ability to travel to schools, accident and complaint sites and actively gather information.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

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Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Covered outdoor environment most often with frequent movement up and down from seated position to assist passengers. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

May include conditions of small, enclosed, or partially enclosed areas, dust, dirt, fumes, odors, respiratory irritants, chemicals, inks, developers, mechanical hazards, moderate and repetitive noise, and static electricity.

TRAVEL:

Travel between sites often. Travel out of county occasionally.

FOR HR USE ONLY:

DIVISION:	District Operations	DEPARTMENT:	Transportation Services
TITLE CODE:	L6315	CONTENT BY:	Chief Operating Officer
GRADE:	12	COMPENSATION:	Human Resources
UNIT:	NB (Non-Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	9/27/2005	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	4/12/1998	Initial release	
1.2	10/19/2005	Revised	
1.3	12/01/2020	New format	Ellie Kelly – Human Resources
1.4	11/30/2021	Removed special diploma, updated physical requirements to ADA format, added schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.