

Wentzville R-IV School District
Position Description
Locator: 7.07

Position Title: Transportation Safety and Training Coordinator

Reports To: Director of Transportation

SUMMARY

Provides and maintains the highest quality trained drivers and aides to transport students in a safe and timely manner. Works cooperatively with the Director of Transportation, Operation Managers, Trainers and Dispatchers in maintaining a professional and positive work environment.

QUALIFICATION/REQUIREMENTS

Minimum of high school diploma or general education degree required. The Transportation Safety and Training Coordinator shall have a minimum of five (5) years of experience, preferably in the student transportation industry, and must possess a valid CDL license with Passenger & School Bus Endorsements. Must possess or have the ability to obtain valid Missouri School Bus Driver Instructor Certification.

ESSENTIAL JOB DUTIES

- Instructs drivers and aides on State and Federal rules and regulations, District Policies and Transportation/Union Agreements and Handbooks.
- Conducts classroom and on route training for new and experienced drivers and aides.
- Organizes and implements training for drivers and aides prior to the start of each school year.
- Performs bi-annual CDL license checks with the Dept. of Revenue in September and March of each year.
- Maintains training records for all drivers and aides.
- Reviews, revises and implements the highest quality of a continual training program for drivers and aides.
- Be available as a mentor and resource for drivers and aides.
- Reviews bus videos and provides constructive input as needed.
- Leads the investigation of accidents and safety concerns at bus stops.
- Generates accident reports and maintains accident files and database.
- Leads the development and presentation of monthly safety meetings.
- Leads and monitors the annual mobility testing of department staff.
- Leads the development and presentation of an annual school bus safety program at elementary schools.
- Attends meetings in accordance with departmental requirements.
- Fills in as a substitute driver as necessary.
- Acquaints substitute drivers to all aspects of bus routes.

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- Accompanies drivers and aides for training and observation purposes.
- Trains drivers concerning all aspects of the CDL test.
- Supervises other department trainers.
- Observes student loading and unloading procedures.
- Observes drivers and aides passenger management procedures.
- Immediately reports bus safety or hazardous conditions to the Director of Transportation.
- Coordinates Emergency Evacuation procedures for buses at least two times each year.
- Maintains bus first aid kits, body fluid kits and other driver's supplies.
- Maintains flexible work hours.

OTHER DUTIES AND RESPONSIBILITIES

Promotes safety practices for all Transportation employees. Performs other related duties as assigned by the Director of Transportation.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year (12-month position) to be in accordance with current pay plan and District Policy.

EVALUATION

Performance in this position will be evaluated annually in accordance with District Policy on evaluation of support staff personnel.