



SCHOOL DISTRICT U-46  
JOB DESCRIPTION  
TRANSPORTATION DEPARTMENT  
TRAINING AND SAFETY SPECIALIST

**JOB DESCRIPTION REVISION DATE:** 7/25/2011

**POSITION TITLE:** Training and Safety Specialist

**DEPARTMENT:** Transportation

**REPORTS TO:** AM and PM Office Managers

**SUPERVISES:** Part-time Driver & Driver Assistant Trainer & Instructor

**POSITION GOAL:**

Develop and maintain all aspects of an ongoing school bus driver training and safety program in order to assure the highest level of safety and professionalism within the transportation department. Develop and maintain all accident/incident procedures.

**ESSENTIAL FUNCTIONS:**

1. Review, investigate, and take constructive action regarding safety concerns reported by the drivers.
2. Determine accident status (preventable or non-preventable) through the guidelines set forth by the National Safety Council.
3. Review individual school loading/unloading zones and traffic patterns to ensure student safety.
4. Respond to accidents as assigned.
5. Investigate, prepare, maintain, and archive data associated with department vehicle accidents/incidents.
6. Participate in preparation and presentation of staff in-service meetings.
7. Interview prospective employees, monitor the driver training responsibilities, and complete all new employment documents required by district and state policy.
8. Review and maintain the transportation department "prohibited routing" and "railroad crossings" documents. Make recommendations as needed to ensure student safety.
9. Implement and monitor a bus safety evacuation program including scheduling and staff training. Prepare, maintain, and archive data associated with state mandated bus safety evacuation training.
10. Research and inform all drivers of new or changed laws related to safety and/or busing.
11. Must maintain confidentiality.
12. Other duties as assigned, including driving a school bus route if needed.

**KNOWLEDGE AND CRITICAL SKILLS:**

1. Must have the ability to multi-task and work well under pressure.
2. Must be professional and responsible; lead by example at all times.
3. Must meet all requirements to be a District U-46 professional school bus driver.
4. Computer skills a must. Must be proficient in Microsoft Word and Excel.
5. Must display excellent people skills and contribute to a positive work environment.
6. Must have knowledge of school district communities and boundaries.



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7. Must have extensive knowledge and understanding of state and federal laws and regulations governing the school transportation industry.
8. Must be comfortable giving direction and interacting with various groups, including but not limited to, employees, department leaders, and community representatives.
9. Must be extremely detailed with the ability to identify accident cause and take action as necessary to prevent and/or minimize future liability.
10. Must be a team player.

**EXPERIENCE:**

1. Must hold and maintain a valid CDL and clean driving record.
2. Must hold and maintain a school bus permit.
3. Must be capable of driving all types of school buses.
4. Minimum of five (5) years school bus driving experience.
5. Must have a minimum of three (3) consecutive years without a preventable accident.
6. Must have leadership skills with the ability to work through complex problems.

Comments: The knowledge, critical skills, and experience listed above are typical for this position; however, any equivalent combination of education, training, and/or experience, may be acceptable.

**ENVIRONMENTAL CONDITIONS:**

1. Indoors in a busy dispatch environment with exposure to constant noise and communication.
2. Frequently work at a fast pace with unscheduled interruptions.
3. Will be required to leave main work site to attend meetings and respond to accidents.
4. Potential exposure to exhaust fumes from diesel fuel and/or gasoline.
5. Exposure to extreme heat and slippery, wet, and snowy conditions while working and driving.

**PHYSICAL DEMANDS:**

1. Ability to work on a computer approximately 80% of the work day.
2. Ability to work in a very fast paced and stressful environment 100% of the day.
3. Ability to effectively solve problems by working with district and department staff in a pleasant and constructive manner.
4. Ability to work effectively within an often overcrowded, noisy, and distracting environment.

**ADA:**

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

**TERMS OF EMPLOYMENT:**

This is a 12-month position. Salary per DUTU agreement and as approved by the Board of Education.



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**EVALUATION:**

If this position is filled from within the department, during the first 90 day "new position" probationary period, either the district or the employee in this position may determine that the employee return back to their former position. If the employee elects to exercise this option, a four (4) week notice of intent must be provided to the director of transportation. Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of support service and the DUTU contract.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_