Killeen Independent School District
Job Description

Job Title: Transportation Training and Safety Supervisor
Reports To: Transportation Operations Specialist
FLSA Status: Exempt

SUMMARY
Directs and coordinates the employee training activities of the Transportation Services department to ensure that employees are optimally trained to operate a district school bus and adequately serve the transportation needs of the students; establishes and maintains the Transportation Services safety program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Establishes and maintains the transportation services training program that is in compliance with DOT, DPS, TEA and KISD regulations, policies and procedures. Ensures all employees are trained on all aspects of the program.

Coordinates the driver licensing and testing program of the department with the local driver licensing office of the Texas Department of Public Safety.

Coordinates the state-required 20-hour and 8-hour School Bus Certification classes through Region 12 Educational Service Center (ESC); schedules and sets up meeting rooms and provides local district support to the instructors.

Coordinates annual bus driver physicals.

Organizes and maintains employment, certification, and training data on departmental employees and other drivers within the district and assists in the preparation of local reports.

Oversees the Transportation services safety program that is in compliance with DOT, DPS,TEA and KISD regulations, policies, and procedures.

Conducts safety meetings, as required, maintains appropriate safety records on each individual driver; and oversees the safety recognition program.

Monitors the Child Restraint System (CRS) program for the department and maintains the supply of child restraint systems, to include accountability and required bookkeeping.

Establishes and maintains a training and safety library.

Assists in the investigation of accidents/incidents, and follows up with employee training as needed.

Enforces compliance with administrative policies, procedures, safety rules, and governmental regulations.

Assists with supervision of driver and monitor staff; evaluates driver and monitor personnel; coaches, mentors, and counsels employees.

Makes recommendations concerning disciplinary actions regarding drivers and monitors.

Makes presentations during driver in-service training and small group meetings and assists in department-
wide staff development programs, as needed.

Makes school bus safety presentations to schools, as requested.

Serves as focal point to in-process new employees for the department.

Confers and cooperates with other management personnel in formulating administrative and operational policies and procedures.

Assists with equipment procurement process by reviewing specifications and conducting product evaluations.

Assists in preparation of state and local transportation reports as needed.

Operates two-way radio equipment and communicates information required for continuing operation of all transportation functions.

Occasionally serves as a substitute bus driver or monitor as needed, performs duties and functions of these positions and maintains all licenses and certifications required to perform these duties.

Attends conferences and meetings (both in and outside the District) to enhance professional development and growth.

Performs such other duties as assigned.

SUPERVISORY RESPONSIBILITIES
This position supervises departmental Mentor Drivers and assists in the supervision of the driver and monitor staff.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the below qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Associates degree preferred, and five years of related experience; supervisory experience.

OTHER QUALIFICATIONS
Must be 21 years of age. Must have acceptable driving record according to Texas Education Agency and Texas Department of Public Safety standards. Must pass pre-employment drug test (and subsequently participate in random drug and alcohol testing program) and pre-employment physical (while employed, physicals will be taken annually). Must also initially complete Texas School Bus Driver Certification Course (20 hours) and subsequently, the Texas School Bus Driver Refresher Course (8 hours) every three years.
LANGUAGE SKILLS
Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak clearly and effectively over a radio communications system, before groups of students and sponsors, and before groups of customers or employees of the organization.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

COMPUTER SKILLS
Ability to operate an IBM-compatible computer, utilizing the district’s standard software products plus any additional software that may be unique to the position. Ability to utilize basic to advanced computer skills for maintaining data systems used within the department.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists and in a fast paced, high-pressure environment. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Advise and direct operations based on evaluation of variables presented and interpretation of applicable instructions.

CERTIFICATES, LICENSES, REGISTRATIONS
Must be able to obtain and maintain a valid Texas Commercial Driver's License (Class A or B) with passenger (P) and school bus (S) endorsements and without air brake restrictions within 60 days of signing a contract. Must be able to obtain an Instructor’s Certificate for School Bus Driver Safety Training in Texas once the regulatory qualifications cited in the Texas Administrative Code, Title 37, Part 1, Chapter 14, Subchapter C, Rule §14.34 have been met. Current state school bus driver certification certificate issued by the Texas Department of Public Safety (must attend first available class after signing a contract). Possess and maintain Child Safety Training Technician Certification (must obtain within 6 months of signing a contract). Texas Association for Pupil Transportation (TAPT) certification preferred.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; a demonstration of the ability to perform these physical activities may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Continual sitting, reaching, and repetitive hand and arm motions. While performing the duties of this job, the employee is required to talk and hear; stand; use hands to finger, handle, or feel; and reach with hands and arms. Frequent walking, stooping, bending, kneeling, crouching, crawling, pushing and pulling. The employee must regularly lift and carry (less than 15 pounds). Ability to occasionally operate a motor vehicle and operate wheelchair lifts, ramps, and securement locks. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus during the hours of daylight and darkness.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Although the primary work environment is in an office setting, the duties of this job require the employee to frequently be exposed to wet and/or humid outside conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals, and vibration. Occasional in and out-of-district travel may be required. The noise level in the work environment is usually moderate.

Revised Date: August 26, 2015

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.