

SCHOOL TRANSPORTATION SAFETY PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work which involves researching, planning, developing and coordinating programs for school transportation safety and for improving driver training along with improving public awareness. Such programs would include educating the public, school administrators, drivers and students on all aspects of school bus safety. The work is performed under the direct supervision of a director of transportation. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans transportation safety programs and/or training for both public and non-public schools;
Conducts meetings with various schools and community groups to communicate district policies and programs regarding bus transportation and bus safety;
Works with administrators, students, transportation personnel, school bus drivers and school bus attendants in developing a transportation safety program;
Conducts driver training for district drivers and new drivers, including state mandated road test(s);
Maintains records and files to comply with requirements of the State Education Department, the Department of Motor Vehicles, the Department of Transportation and the Board of Education;
Assists the director with establishing bus routes and bus stops;
Assists in investigating inquiries from parents relating to school bus safety issues;
May operate a school bus as determined or directed by the director.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices and techniques of school transportation safety; good knowledge of appropriate State Education Department, Department of Motor Vehicles and Department of Transportation regulations; ability to research and develop transportation safety programs; ability to establish and maintain effective working relationships with various groups; ability to plan and direct programs related to transportation safety; ability to maintain program files and records; ability to present ideas clearly and concisely.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and

1. Four (4) years of paid work experience in pupil transportation such as a bus driver or dispatcher, which involved bus safety; and
2. Current, valid certification as an Examiner as determined by the Department of Motor Vehicles.

SPECIAL REQUIREMENT: Possession of a valid driver's license appropriate for the vehicle to be driven. It is the responsibility of the appointing authority to verify the validity and appropriateness of the license.