

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

TRANSPORTATION SAFETY & TRAINING SPECIALIST
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Required Qualifications:

- High school diploma or equivalent
- Minimum of five (5) years experience in school bus transportation or related area
- Demonstrated skills of oral and written communications
- Demonstrated experience in the use of generally accepted office computer applications (Microsoft Office Programs)
- Must possess a valid Class A or B Commercial Driver's License with Passenger and School Bus endorsements
- Medical Examination Report for Commercial Driver Fitness Determination

Desired Qualifications:

- AA Degree in Business or Transportation
- Florida school bus operator trainer certificate
- Experience in supervising large groups of personnel
- Experience in conducting meetings with administrators, school staff, bus operators and/or attendants

Performance Responsibilities:

- Interview and oversee training for new school bus operators and bus attendants
- Schedule dexterity test for applicants and current bus operator and attendants
- Prepare school bus trainees to take the on-the-road driving examinations
- Possess Cardiopulmonary Resuscitation (CPR) training certificate or obtain within 180 days of hire date
- Develop and provide continuous in-service training
- Test and maintain records for school bus operators
- Maintain crash records and report applicable data to the Florida Department of Education
- Investigate and evaluate hazardous walking areas and complete joint use program
- Assist with bus evacuation drills
- Assist and provide direction for bus operator and attendant recruiting
- Assist in the preparation of safety policies and procedures
- Provide support on the implementation of safety policies and procedures
- Conduct audits of bus routes to ensure they are in compliance with State and local board policies, department guidelines and procedures, and generally accepted safety practices
- Serve as a Facilitator of Safe Driver Review Committee
- Request Department of Motor Vehicles record checks
- Perform other duties as assigned by the Transportation Operation Manager and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports to the Transportation Operations Manager and/or designee

Evaluation:

Annual evaluation done by the Transportation Operations Manager and/or designee

Terms of Employment:

11 or 12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:

78033

Board Approved: 9/4/12

Revised: 06/10/14, 7/6/2015, 03/28/23