

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MANAGER, Transportation Safety

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Valid Florida Commercial Driver License Class B with Passenger and S Endorsements and verification of an acceptable driving record through the State Department of Motor Vehicles. (NOTE: If you do not meet this qualification, you will be trained.
- Three (3) years of experience in safety or pupil transportation.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of applicable computer applications.
- Ability to work with all levels of school personnel and other members of the Transportation Services staff while maintaining positive relations with parents and the general public.
- Experience in the use of two-way radio.

SUPERVISION

REPORTS TO Assistant Director of Transportation
SUPERVISES Designated Transportation Services Employees

POSITION GOAL

To develop a comprehensive bus driver safety training program and to develop and administer an on-site investigations program and subsequent review of all accidents that involve all Seminole County Public School vehicles.

PERFORMANCE RESPONSIBILITIES

1. *Develop and recommend policies on all facets of safety.
2. *Develop and conduct safety programs for bus driver and bus monitor training.
3. *Conduct an investigation and submit written analysis on all accidents involving District owned vehicles for review and further appropriate action.
4. *Assist with the in-service training of school bus drivers and bus monitors.
5. *Maintain individual bus driver files that indicate dates of training and dates of accident involvement when applicable.
6. *Maintain liaison with outside safety agencies.
7. *Supervise and evaluate assigned transportation personnel.
8. *Counsel employees on safety matters including recommendations for plan of action to resolve issues.
9. *Assist in recommending employment, reappointment, and termination or disciplinary action, if appropriate, of school bus drivers, bus monitors, and other assigned personnel.
10. *Assist in routine office communications.
11. *Work closely with school personnel, District personnel, bus drivers, bus monitors, parents, and community members when necessary with a view toward improving safe bus transportation.
12. *Assist school principals in the analysis of pedestrian and vehicular safety in the immediate areas of schools, and coordinate requests for crossing guards with the Seminole County Sheriff's Office.
13. *Formulate transportation plans for new schools for recommendation to the Superintendent of Schools.
14. *Participate in community safety fairs and events.
15. *Participate on the SSAC Committee, TEAM, and Safe Kids Organization.
16. *Serve as a substitute driver in emergency situations.
17. Perform other duties as assigned by the Director of Transportation or his/her designee.

**Denotes essential job function/ADA*

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EQUIPMENT / MATERIALS

School Bus, County Vehicle, Branch Clippers, Hand-held Two-Way Radio, Computer, Copier, Fax Machine

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Climbing Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending Lowering the body forward from the waist
Stooping Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling Bending legs at knee to come to a rest on knee or knees.
Crouching Bending the body downward and forward by bending leg and spine.
Crawling Moving about on hands and knees or hands and feet.
Twisting Moving body from the waist using a turning motion.
Reaching Extending hand(s) and arm(s) in any direction.
Pushing Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.
Lifting Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 100 pounds of force.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping Applying pressure to an object with the fingers and palm.
Feeling Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motion Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Outdoors The worker is subject to outside environmental conditions. There is no effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
Indoors / Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.
Cold The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
Heat The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
Noise The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
Vibration The worker is subject to vibration. There is exposure to oscillating movement of the extremities of the whole body.

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TERMS OF EMPLOYMENT

PAY GRADE

AO-13-H \$42,283 - \$72,239

District Salary Schedule

Months 12

Annual Days 258

Weekly Hours 37.5

Annual Hours 1935

POSITION CODES

PeopleSoft Position TBA

Personnel Category 14

EEO-5 Line 44

Function 7800

Job Code 1446

Survey Code 78033

FLSA

Applicable

Not applicable

Previous Board Approval

ADA Information Provided by

Position Description Prepared by

BOARD APPROVED

October 18, 2016

November 21, 2006

June 10, 1997

Transportation Services

Julie Murphy