

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

TRANSPORTATION TRAINING SUPERVISOR

QUALIFICATIONS:

- (1) High School Diploma or equivalent
- (2) Possess a valid Florida CDL Class B license with air brakes, passenger and school bus endorsements.
- (3) Minimum three (3) years appropriate experience as a bus driver.
- (4) Minimum three (3) years appropriate experience as a trainer desired.

Note: The applicant must satisfactorily receive a criminal history background check clearance; receive a negative alcohol and drug test result; must have satisfactorily completed the required driver training course and performance tests or complete within six (6) months of hire; and state physical examination.

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of transportation rules and regulations; the ability to operate light and/or heavy duty school buses in a safe and economical way; the ability to effectively establish and maintain good communication with others.

REPORTS TO:

Coordinator, Transportation

JOB GOAL

To plan, coordinate, and implement a district-wide program that will train bus drivers and keep them informed of state laws, regulations, and requirements governing transportation efficiency and safety.

SUPERVISES:

PERFORMANCE RESPONSIBILITIES:

- (1) Plans, organizes, implements, conducts, and supervises the bus driver training course.
- (2) Develops and implements methodologies to assess the training needs of bus drivers; plans, develops, and conducts seminars, workshops, and inservice programs to meet identified needs.
- (3) Plans, conducts, and evaluates driver performance on examination and skills performance tests.
- (4) Provides periodic inspections of bus driver routes for safety compliance, and

TRANSPORTATION TRAINING SUPERVISOR (continued)

- makes recommendations for changes and improvements.
- (5) Assists with developing, coordinating, and evaluating the bus routing system, and the assignment of students.
 - (6) Evaluates individual driver training records to ensure compliance with statutory and School Board requirements.
 - (7) Prepares and maintains all required driver records and reports for auditing purposes.
 - (8) Determines required resources, and orders training supplies and materials.
 - (9) Enforces and assists in maintaining driver safety standards in accordance with federal, state, and School Board requirements.
 - (10) Coordinates and secures substitutes when the regular driver is absent from duty.
 - (11) Shuttles buses to school-sites when needed.
 - (12) Assists with the recruitment of bus drivers.
 - (13) Provides input for planning and budgeting purposes.
 - (14) Serves as the program manager for the required alcohol and drug testing program.
 - (15) Assists in recruiting, training, supervision and evaluation of all transportation employees.
 - (16) Ability to work in a constant state of alertness and safe manner.

All of the above are Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

The terms of this position are 12 months. Salary and benefits are paid consistent with the District's approved compensation plan.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of administrative personnel.

Job Description Supplement Code

Lane TTS

Salary Index 0.5192 of the Administrative Salary Schedule

DOE Job Code 78033 EEO Line 06

Revised Board Approval 04/11/2017