



JOB TITLE	DEPARTMENT	REPORTS TO
Transportation Safety & Training	Transportation	Director of Transportation

Position No: 78033	Length of Work Year: 12 Months
Salary Schedule: P06	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised: 6/24/03

JOB GOAL
To develop and coordinate a comprehensive safety and training program for school bus drivers and to develop and administer an on-site investigations program for St. Lucie County Public School buses.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. Valid Florida Commercial Driver's License. 3. Basic computer skills. 4. Be familiar with school bus operations. 5. Three (3) years of experience in safety. 6. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To develop and recommend policies on all facets of safety. 2. To develop and conduct training programs for bus drivers and bus attendants. 3. To conduct pre-employment screening and training of prospective school bus drivers and bus attendants. 4. To assist with the inservice training of school bus drivers and bus attendants. 5. To oversee the Lead Driver/Trainer and to assign according to established priorities. 6. To maintain individual bus driver files that indicate qualifications, dates of training and dates of accident involvement when applicable. 7. To maintain liaison with outside safety agencies. 8. To counsel transportation and school employees on bus safety matters. 9. To assist in recruiting, recommending employment, reappointment, and termination of school bus drivers and bus attendants. 10. To plan and participate in community safety fairs and events. 11. To participate on various community safety organizations. 12. To perform assigned tasks in a timely and efficient manner. 13. To perform assigned tasks with a high standard of quality. 14. To perform other duties as assigned by the Director of Transportation.
PHYSICAL DEMAND CLASS:
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.