

Position Title: Transportation Safety Manager  
Immediate Supervisor: Transportation Coordinator

Band/Grade C-4-1-9

Job Summary: (Basic Purpose of Position)  
To assist Transportation Supervisor in administering departmental responsibilities such as safety, driver and student training, evaluations, routing, and other duties as assigned

Supervisor \_\_\_\_\_ Employee \_\_\_\_\_  
MAJOR JOB FUNCTION: Transportation Safety and Instruction

| REGULAR ROUTINE DUTIES<br>List of Things to Accomplish<br>in Major Job Function     | Band/<br>Grade | % of Time<br>D,W,M,A,Q | NECESSARY SKILLS, KNOWLEDGE,<br>KNOWLEDGE, ABILITIES: What<br>You Have to Know to<br>Accomplish Duty or Function | PERFORMANCE STANDARDS<br>How Will You Know the<br>Job is Done   |
|---|----------------|------------------------|--|---|
| 1.0 Provide safety training for school bus drivers and students.                    |                |                        |  |   |
| 1.01 Assist with employment process for bus drivers.                                |                | W<br>2%                | KNOWLEDGE OF:<br>1. Transportation laws, regulations and policies.   | 1. Driving, behavioral and safety records were checked in the employment process.   |
| 1.02 Provide classroom and behind the wheel instruction to drivers as needed.       | C-4-1          | W<br>20%               | 2. District geography.<br>3. District streets, roads, and highways.<br><br>Existing bus routes.                  | 2. Drivers were provided the required classroom and behind the wheel instruction in conformance with established guidelines and curriculum. |
| 1.03 Provide classroom instruction for bus riders as required by state law or rule. | C-4-1          | M<br>20%               | 5. Transportation and all other records related to safety.   | 3. Classroom instruction was provided for bus riders in accordance with state rule and law.   |
| 1.04 Perform road/on route evaluations of all bus drivers.                          | C-4-1          | D<br>20%               | 6. Bus drivers names and bus route numbers.  | 4. Road/on route evaluations were performed with all bus drivers at least once each school year   |
| 1.05 Conduct emergency bus evacuations and drills as required by state law or rule  | A-1-2          | M<br>3%                | ABILITY TO:<br>1. Plan<br>2. Communicate<br>3. Organize  | 5. Bus evacuation drills were conducted at least twice annually for all schools in accordance with state rule or law.                       |
| 1.06 Assist supervisor with bus driver in-service. accordance                       | B-3-1          | Q<br>1%                | SKILLS<br>1. Computer skills<br>2. Conflict management skills  | 6. In-service assistance was provided for and in accordance   |

Independent School District #31

Position Job Description

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in Major Job Function

Band/  
Grade

% of Time  
D,W,M,A,Q

NECESSARY SKILLS, KNOWLEDGE,  
KNOWLEDGE, ABILITIES: What  
You Have to Know to  
Accomplish Duty or Function

PERFORMANCE STANDARDS  
How Will You Know the  
Job is Done

1.07 Assist supervisor in  
planning routes and bus  
loading and unloading.

B-3-1

W  
5%

7. Supervisor was advised of  
unsafe areas in the planned  
routes.

1.08 Monitor routes, loading  
and unloading areas for  
safety and efficiency.

A-1

D  
10%

8. Routes, loading and unloading  
areas were monitored for  
unsafe areas.

1.09 Assist drivers with  
discipline problems.

B-3

2%

9. Drivers were assisted with  
route discipline problems.

1.10 Assist in the  
investigation of  
accidents.

A-1-3

2%

10. Required accident report  
forms were completed,  
insurance company notified.

1.11 Carry out other duties  
assigned by the  
supervisor.

11. Other duties were carried out  
to the satisfaction of the as  
supervisor, including driving  
of school buses when needed.

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|---|----------------|------------------------|--|--|
| 2.0 Facilitate the school<br>safety patrol program.   |                |                        |  |  |
| 2.01 Work with teachers,<br>Minnesota Highway Patrol,<br>and Law Enforcement the duties<br>of the School Safety Patrol. | B-3-1          | W<br>2%                | 1. Ability to Conduct group<br>processes and activities.<br>2. Ability to organize.                              | 1. Duties of the school patrol<br>were coordinated as required.          |
| 2.02 Manage the operation<br>of adult school patrols<br>and monitors.   | B-3-1          | A<br>3%                |  | 2. Operation of adult school<br>patrols and monitors was<br>coordinated. |