

**BEMIDJI AREA SCHOOLS**  
POSITION JOB DESCRIPTION

ORIGINATION DATE 6/20/95  
LAST REVISION DATE 6/20/12  
BAND & GRADE C-4-1-9

POSITION TITLE Transportation Safety Manager

IMMEDIATE SUPERVISOR Transportation Coordinator

Job Summary (Basic Purpose of Position)

To assist the Transportation Coordinator in administering departmental responsibilities such as safety, driver and student training, evaluations, routing, and other duties as assigned.

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<b>1.0 Provide safety training for school bus drivers and students.</b>  1.01 Assist with employment process for bus drivers.  1.02 Provide classroom and behind the wheel instruction to employees as needed.  1.03 Provide instruction for students as required by state law or rule.  1.04 Perform road/on route evaluations of bus drivers as needed.  1.05 Conduct emergency bus evacuations and drills as required by state law or rule.	   C-4-1  C-4-1  C-4-1  A-1-2	  W 2%  W 20%  M 20%  D 20%  M 3%	          	KNOWLEDGE OF: 1. Transportation Laws, regulations and policies. 2. District geography. 3. District streets, roads and highways. 4. Existing bus routes. 5. Transportation and all other records related to safety. 6. DOT and Non-DOT drug and alcohol testing rules.	1.01 Driving, background and safety records were checked in the employment process. 1.02 Drivers were provided with required classroom and behind the wheel instruction in compliance with established guidelines and curriculum. 1.03 Classroom instruction was provided for students in accordance with state rule and law. 1.04 Road/on route evaluations were performed with bus drivers. 1.05 Bus evacuation drills were conducted in accordance with state rule or law.

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1.06 Assist with bus driver in-service.	B-3-1	A 1%		<p>ABILITY TO:</p> <ol style="list-style-type: none"> <li>Plan</li> <li>Communicate</li> <li>Organize</li> </ol> <p>SKILLS:</p> <ol style="list-style-type: none"> <li>Computer skills</li> <li>Video surveillance systems</li> <li>Conflict management</li> </ol> <p>ABILITY TO:</p> <ol style="list-style-type: none"> <li>Conduct group processes and activities.</li> <li>Organize.</li> <li>Maintain a valid CDL with school bus endorsement.</li> <li>Direct, monitor and evaluate the work of others.</li> <li>Maintain consistent and reliable attendance.</li> <li>Communicate effectively.</li> </ol>	1.06 In-service assistance was provided.
1.07 Assist in planning routes and bus loading and unloading.	B-3-1	W 5%			1.07 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%			1.08 Routes, loading and unloading areas were monitored for unsafe areas.
1.09 Assist drivers with discipline problems, conduct student disciplinary investigations, including the use of video surveillance cameras.	B-3	2%			1.09 Drivers were assisted with student discipline problems.
1.10 Assist in the investigation of accidents.	A-1-3	2%			1.10 Ensure accident report forms were completed, insurance company notified.
1.11 Carry out other duties assigned by the supervisor.					1.11 Other duties were carried out to the satisfaction of the supervisor.
1.12 Hold valid CDL with school bus endorsement.					1.12 Has valid CDL with school bus endorsement.
1.13 Drive school bus routes as needed.					1.13 Drove routes when needed.
<b>2.0 Facilitate the school safety patrol program.</b>					
2.01 Work with school staff concerning the duties of the School Safety Patrol.	B-3-1	W 2%			2.01 Provided guidance for staff regarding the duties of the School Safety Patrol.
2.02 Manage the operation of adult school patrols and crossing guards.	B-3-1	A 3%			2.02 Monitored and directed the work of adult school patrols and crossing guards.
<b>3.0 Drug &amp; Alcohol Program</b>					
3.01 Perform as primary Designated Employee Representative (DER) for Non-DOT employee pool.		Q 1%			3.01 Performed DER duties for Non-DOT employee pool.
3.02 Perform as secondary Designated Employee Representative (DER) for DOT employee pool.		Q 1%		3.02 Performed DER duties for DOT employee pool in the absence of the primary DER.	

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