

adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Director of Transportation

GENERAL RESPONSIBILITIES

1. Develops, coordinates, implements, and manages district driver/attendant training program, and ensures it is conducted in accordance with Federal and State requirements.
2. Coordinates and manages all driver/attendant training and safety programs, such as CPR training and “Buster the Bus”, for the Transportation Department.
3. Performs and supervises on-the-road observations of driver/attendant performance as needed and identifies training needs and takes appropriate action.
4. Recruits and interviews prospective drivers and attendants.
5. Coordinates random drug/alcohol testing program.
6. Coordinates and serves as a member of the Driver Review Committee meetings.
7. Available on a twenty-four hour basis for assigned duties.

SPECIFIC RESPONSIBILITIES

1. Coordinates an efficient and effective training program for trainers and bus drivers.
2. Supervises behind the wheel driver trainers, classroom instructors, and ESE attendant instruction.
3. Ensures required paperwork for new substitute drivers is complete and submitted to Human Resources.
4. Maintains and reviews training files to insure they are in compliance with current statutes.
5. Obtains and reviews driver license printouts in compliance with State Board rules.
6. Plans, compiles, coordinates and reviews bus driver physical examinations in accordance with the Department of Education requirements.

7. Ensures that driver license requests from all high schools are input into the system for driver license check in order to qualify personnel for driving activity vans and sends copies of reports to all high school principals.
8. Evaluates routes, bus stops, and school loading zones to insure a safe environment.
9. Coordinates with Routing Manager on updating and accuracy of Hazard Walk boundaries for electronic submission to Florida Department of Education prior to each FEFP.
10. Investigates hazardous conditions within the County/City limits and works with County/City officials to ensure the students get to school safely.
11. Attends safety meetings such as the CTST, Pathways, Annual Traffic Safety and CCPS safety meetings and makes recommendations as needed.
12. Prepares and compiles accident reports involving District vehicles. Reviews and takes corrective action. Reports and investigates all accidents.
13. Views the on-board surveillance program, as necessary and insures compliance with Board policy and administrative guidelines.
14. Receives and reviews school bus stop arm violations.
15. Assists the District and County Emergency Operations Center during cases of emergencies.
16. Performs other duties as assigned.