

LOCKPORT TOWNSHIP HIGH SCHOOL DISTRICT 205

TITLE: Transportation Training and Safety Officer

QUALIFICATIONS: Valid Commercial Drivers' License
Knowledge of School Bus Training, Licensing & Permit requirements
5-year minimum Experience as School Bus Driver
Supervisory or Dispatch experience preferred
Knowledge of all School Bus Operations
Ability to develop and present Safety Classes
Routing software and Excel and Word experience preferred
Experience in Training and Evaluating Drivers
Ability to work with co-workers and other LTHS staff

EMPLOYMENT STATUS: Full-Time, At-Will, FLSA Non-Exempt

REPORTS TO: Director of Transportation

PERFORMANCE RESPONSIBILITIES:

1. Monitor and support all District policies and State and Federal regulations concerning transportation.
2. Conduct performance evaluations of all School Bus Drivers for the purpose of ensuring required skill levels are met and are in compliance with state and federal regulations.
3. Ride on bus routes in order to monitor, assist and evaluate Drivers.
4. Coordinate, plan and implement School Bus driver training program.
5. Identify, organize, and present retraining as needed.
6. Maintain the CDL license and school bus permit renewal process.
7. Support District, State and Federal drug and alcohol programs.
8. Develop and present safety classes for all school bus drivers.
9. Work flexible hours to provide support of all district transportation operations.

10. Conduct field investigations and maintain records for all accidents involving District vehicles.
11. Prepare and maintain a variety of School Bus Records.
12. Assist in the selection, recruitment and record keeping for transportation employees.
13. Available for weekend or night on-call duty.
14. Drive routes on a daily basis as needed.
15. Accept, investigate and respond to transportation complaints.
16. Attend meetings and remain current with rules, regulations, policies and laws.
17. Train and assist drivers with student behavior management issues and other work related situations.
18. Perform other duties as needed as assigned by District Personnel.

EVALUATION: Performance of this job will be evaluated yearly in accordance with provisions of the Board of Education policy.