



SUPERVISOR, SAFETY/TRAINING

Rev. July 2025

Job No.: 201

Reports to: Senior Director, Transportation

Dept./Campus: Transportation

FLSA Status: Exempt

Pay Grade: 201

Term: 232 Days

PRIMARY PURPOSE:

To supervise, coordinate, and conduct training for all CDL drivers, transportations staff, crossing guards and district vehicle operators per state, federal and district regulations. Ensure safety, training and endorsement requirements are current and in compliance with federal, state and district requirements, accident investigation, documentation, and review committee.

MAJOR RESPONSIBILITIES AND DUTIES

- Develops, plans, coordinates and conducts classroom and/or on-the-road training, retraining and in-service training for drivers, driver assistants, van driver assistants, van drivers, staff, mechanics, students, other district departments, Texas Department of Education, and the public.
- Hires, supervises, and evaluates driver/trainers and other instructors (e.g., first aid, CPR, student safety program) in conducting their duties to include: CDL third party testing, driver evaluations, evacuation drills, training courses, first aid and CPR classes, student safety programs, street safety surveys, bus stop and route surveys, and route monitoring. Supervises drivers and other transportation employees in safety aspects and in normal operating duties.
- Supervises, coordinates, and conducts office procedures and maintenance of staff training records, licensing/permits programs (districtwide) and accident review committee, worker compensation reports, student injury, MVR reports (districtwide), and red-light violations, to meet with local, state, and federal guidelines.
- Supervises department of transportation and commercial driver's license compliance (districtwide).
- Develops, plans, and coordinates employee safety award programs.
- Compiles/edits newsletter.
- Develops and promotes good community relations among various community and school clientele.
- Represents department at a variety of in-district, public and private sector meetings, conferences, and seminars.
- Develops, plans, coordinates, and conducts state and federal license examinations, both written and practical, employee evaluations, evacuation drills, student safety programs, street safety surveys, bus stop and route surveys, and route monitoring. District liaison for Department of Transportation (DOT) compliance of drug/alcohol testing.
- Assists in developing, coordinating, and implementing emergency procedures, including school closures, accident reporting, investigation, and documentation, and employee injuries.
- Evaluates and resolves problems with employees, students, parents, schools, and community, and provides on-site correction of such problems.
- Coordinate all levels of student management for transportation.
- Maintain student misconduct reports in student information system and file copies.
- Ensure safety of bus stops and loading zones.
- Evaluates the need for crossing guards using street safety surveys.
- Oversees hiring and employment management of all crossing guards.
- Evaluates crossing guards' performance.
- Maintains all driver qualification files, training files and all other database systems as required by state law and district policy.

- Responds to accidents and occupational injuries, conducts comprehensive investigations, photographs events, and completes accident and injury report(s) as required.
- Researches and analyzes projects and programs (e.g., crossing guard budget, safety survey) that will impact the district.
- Develops appropriate responses, compiles, and presents reports to satisfy requirements of the program.
- Instruct transportation staff on proper and safe usage of wheelchair lifts including manual operations; on proper procedure for applying safety restraints on wheelchairs as well as the placement of wheelchairs on the bus.
- Instruct staff on the proper usage of any child safety restraint systems designed for the safe transportation of students.
- Instruct staff on specific medical conditions and adaptations that may be required for safe transportation.
- Conduct in-home visits to evaluate students' health concerns and special needs equipment.
- Instruct and assist transportation staff with evacuation plans on special needs and wheelchair students.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervise Crossing Guards and Bus Operator Trainers.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- High school diploma or GED required. Associates degree preferred; relevant experience may substitute for degree.
- T.A.P.T. official preferred.
- Required to be certified as a third-party DOT examiner by the Texas Department of Public Safety within the first six months of employment. Required to be a Third-Party tester for the State of Texas for Commercial Driver's License.
- First Aid and CPR Instructor required within the first six months of employment.
- Experience with transportation safety and training programs. Supervisory experience preferred.
- Must have a valid Texas Class "B" CDL (Commercial Driver's License) with Passenger & School Bus endorsements; driving record must meet both the State's point requirements and the district's standard for driving district vehicles. Required to maintain a Texas School Bus Driver Certification. Must have satisfactory performance in the district's safety training program and must pass the DOT Physical Examination yearly.

Knowledge/Skills/Abilities:

- Knowledge of transportation regulations, policies, and procedures.
- Skill in adult training techniques.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before groups of customers or employees of organization; calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume; solve practical problems and deal with a

variety of concrete variables in situations where only limited standardization exists; and interpret a variety of instructions furnished in written, oral, diagram, and schedule form.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- May be exposed to outdoor weather conditions during portions of workday.
- Exposed to high or low outside temperatures.
- May be exposed to intermittent sounds of a loud nature.
- Must move about outside to perform grounds keeping work.
- Constantly positions self to be able to reach items on ground or above head.
- Work near moving mechanical buses and equipment, with toxic or caustic chemicals such as petroleum products, degreasers, gases, fumes, and sprays.
- Frequently moves items weighing up to 50 pounds.
- Ability to give basic instructions and guidelines to employees.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to organize and prioritize work schedules of others on short-term basis.
- Ability to understand, remember, and communicate routine, factual information.
- May work prolonged or irregular hours.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.

Equipment Used:

- Mechanic tools, two-way radio, computer, and computer software.