



LIBERTY HILL ISD

# Office of Human Resources

## Job Description: Lead Safety Trainer

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**Job Title:** Lead Safety Trainer

**FLSA:** Non-Exempt

**Reports to:** Director of Transportation

**Funding Source:** Local

**Dept/Campus:** Transportation

**Pay Grade:** 317

**Date Revised:** February 2026

**Service Calendar:** 226

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### PROFILE OF A LIBERTY HILL EDUCATOR

Liberty Hill ISD Educators are compassionate leaders, effective collaborators, adaptable thinkers, determined problem-solvers, and skilled communicators.

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### PRIMARY PURPOSE

Coordinate and support transportation safety protocols and procedures for Liberty Hill ISD. Conduct and support the training and ongoing development of school bus drivers in accordance with district guidelines and legal requirements.

### QUALIFICATIONS

#### Education/Certification

- High School Diploma or GED
- Valid Texas commercial driver's license (Class B with P&S endorsements)
- Must complete TEEEX Training Academy certification program
- Must complete the two-day Vehicle Collision Investigation through TASB or TAPT equivalent
- Must complete Supervisor Training – Drug Detection and Deterrence as required by CFR 49 Part 40 within one year of employment.
- Must be certified or willing to obtain certification by the Texas Association of Pupil Transportation (TAPT) as a Supervisor, Specialist or Trainer
- Must maintain all certifications and qualifications required to operate a school bus.

#### Knowledge/Skills/Abilities

- Knowledge of federal and state transportation safety regulations and district procedures related to student transportation.
- Knowledge of adult learning strategies and driver training techniques.
- Ability to safely operate a school bus and demonstrate proper safety procedures.
- Ability to conduct classroom and behind-the-wheel training for adult learners.



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- Ability to maintain accurate records and documentation in compliance with district, state, and federal requirements.
- Ability to use standard office software and transportation-related systems.
- Ability to use maps and routing tools to support transportation operations.
- Strong organizational, communication, and interpersonal skills.
- Ability to follow written and verbal instructions and work under minimal supervision.
- Ability to maintain confidentiality and conduct all activities in accordance with ethical standards.

### Experience

- Minimum of five years of experience operating a school bus.

### MAJOR RESPONSIBILITIES AND DUTIES

- Coordinate and conduct bus driver training sessions aligned with the approved Entry Level Driver Training (ELDT) program.
- Support driver recruitment efforts by participating in outreach events and providing information about training requirements.
- Conduct and coordinate classroom and behind-the-wheel training for new drivers in alignment with certification requirements.
- Coordinate and conduct in-service training and refresher courses for current drivers and bus aides.
- Assist with the completion and documentation of annual driver proficiency evaluations, including road assessments.
- Maintain accurate and auditable training, certification, and compliance records in accordance with district, state, and federal regulations.
- Support and track monthly safety meetings and workshops; assist with award program coordination.
- Conduct safety briefings and provide basic first aid and emergency response instruction in accordance with district-approved training guidelines.
- Conduct road observations and site visits to monitor driver performance and ensure compliance with safety standards and district procedures.
- Monitor driver certification and credential expiration dates and coordinate renewal scheduling to ensure continuous compliance.
- Assist with vehicle incident response by gathering required documentation, collecting statements, and submitting reports in accordance with district procedures.



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- Develop and update driver training materials in alignment with district and regulatory requirements.
- Support implementation of student transportation safety programs in coordination with campus staff.
- Enter data and compile reports on training activities, accident trends, and safety concerns to support compliance and continuous improvement.
- Support implementation and documentation of drug and alcohol testing requirements in accordance with federal regulations and district procedures.
- Support transportation safety initiatives, driver recognition activities, and special safety events as assigned.
- Perform other job-related duties as assigned.

### MENTAL/PHYSICAL & ENVIRONMENTAL DEMANDS

- **Tools/Equipment Used:** Operate school bus; two-way radio; global positioning equipment (GPS); safety equipment including but not limited to flares, reflective signs, and fire extinguisher
- **Posture:** Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling;
- **Motion:** Prolonged driving; moderate walking; frequent climbing stairs, grasping/squeezing, wrist and shoulder flexion/extension, and reaching
- **Lifting:** Limited light lifting and carrying (under 15 pounds) on a daily basis
- **Environment:** Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; regularly work irregular hours, and occasionally work prolonged hours and/or district wide travel
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress; occasional districtwide and statewide travel; frequent prolonged and irregular hours. Due to the nature of the position, being available after hours, weekends, and holidays is required. May require occasional districtwide or statewide travel and work outside normal business hours, including evenings or weekends, as needed.

*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 description.*

Employee Name (printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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