



Paraprofessional Vacancy Richardson ISD

POSITION: FLEET SAFETY SPECIALIST

REPORTS TO: DIRECTOR OF RISK MANAGEMENT

PERIOD OF EMPLOYMENT: 12 MONTHS – 226 DAYS

POSITION CONTROL: #46851782

SALARY: LOCAL PAY GRADE: PEQ

SALARY RANGE: \$41,736 - \$42,940

PRIMARY PURPOSE: Assist in managing district fleet liability program and ensure compliance with district driving policy and Federal and State Department of Transportation regulations.

QUALIFICATIONS:

- High school graduate or GED
- Thirty hours college credit and three years of experience or five years general clerical/secretarial verifiable experience
- Current technology proficiency with word processing, spreadsheets, etc.
- Strong organizational, communication and interpersonal skills
- Ability to plan, work independently, defuse problems, prioritize tasks, anticipate needs, multitask, work with precision and work within deadlines
- Ability to acquire new skillsets for the benefit of the department
- Ability to remain flexible in performance or other duties as assigned
- Possess a valid Texas driver's license for in-district travel with personal vehicle

MAJOR DUTIES AND RESPONSIBILITIES:

- Develop, maintain and enforce district driving policy
- On-site investigation of all district fleet accidents
- Report all district fleet accidents to insurance carrier
- Serve as primary interface with district fleet liability insurance carrier
- Monitor claims handling of all district fleet accidents from inception through claim closure
- Maintain/establish an efficient system of record keeping for district fleet accidents
- Serve as a resource for all departments as to district fleet accident trends, frequency, etc.
- Complete motor vehicle records checks for all appropriate employees
- Coordinate/administer defensive driving courses in compliance with district driving policy
- Ensure district compliance with Department of Transportation drug/alcohol screening and annual medical testing
- Keep up to date with current Department of Transportation publications and regulations
- Serve as a contact for all driving issues/concerns
- Produce and maintain district-wide driving safety communications
- Demonstrate excellent communication (verbal and written), public relations, and interpersonal skills
- Prepare reports, documents and correspondence
- Maintain prompt and regular attendance
- Other duties as assigned

APPLICATION PROCEDURE: Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>. The application must be complete and three electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references.

Applicants will be contacted if an interview is needed.

DEADLINE FOR APPLICATION: UNTIL FILLED

APPROVED:


Dr. Christopher B. Goodson
Assistant Superintendent - Human Resources

DATE:

9-14-23

EQUAL OPPORTUNITY EMPLOYER

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.