

**CLASSIFICATION TITLE**

TRAFFIC SAFETY SUPERVISOR

**SUMMARY**

Implements and enforces traffic safety policy, practices, procedures and standards. Investigates District accidents and school bus surveillance footage. Conducts CDL testing and DPS classroom training. Assists with traffic control/concerns around District sites. Responds to calls for service on school buses and at district sites.

**MINIMUM REQUIREMENTS**

Three years school bus transportation or traffic safety enforcement experience, to include supervision, law enforcement or as an instructor/trainer.

Must currently possess a Class B CDL with (P) Passenger and (S) School Bus endorsements without an air brake restriction for the previous 39 months without a lapse or suspension.

Must meet qualifications to become Arizona State Dept. of Transportation Certified School Bus Classroom Instructor & CDL Examiner:

Minimum of Three (3) years of School Bus Driving Experience

**AND**

Minimum of Three (3) years School Bus experience in:

- a) Issuing Driver's licenses
- b) Instructing Driver Education
- c) Instructing professional driving

Or any combination of experience in A, B, or C that totals 3 years.

**OR**

Possess current CDL Third Party Tester with School Bus Certification.

Must be willing and able to carry and use all defensive security tools.

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

**PREFERRED EXPERIENCE**

Any law enforcement experience that includes vehicle accident investigation experience.

Experience as a School Bus Classroom instructor/examiner.

Business office experience.

Basic computer and word processing skills.

**ADDITIONAL REQUIREMENTS AFTER HIRE**

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

Post-offer/pre-employment lift test (at employee's own cost).

CPR and First Aid Certification. Certification must be maintained current during course of employment. Any equivalent out of state CDL must be transferred to State of Arizona within 90 days of hire. Must not have accrued eight points against driver's license within the past two years.

ADOT (Arizona Dept. of Transportation) Medical Certificate required after hire.

## **ESSENTIAL FUNCTIONS**

### **THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.**

Enforces all traffic safety/school bus standards and/or monitors the activities of Bus Drivers, Transportation Monitors, Adult Crossing Guards and other employees. Monitors and enforces route, vehicle, student and employee safety.

Investigates accidents involving TUSD vehicles or students on buses. Ensure accident reports are completed/documented. May attend court proceedings and provide documentation of accidents.

Assists in developing and evaluating school bus routes and recommended walk routes for all TUSD schools. Coordinate locations of bus transfer sites. Implement and/or initiate changes to bus routes, school bus stops, walk paths, loading zones and school crossings.

Conducts training programs for staff to include DPS school bus driver classroom training and district vehicle policies and procedures in regards to accidents. Administer DPS school bus driver physical agility test and assists with developing training materials as well as training behind the wheel instructors.

Represents the AZ Department of Transportation with regard to CDL pre-trip and on-the-road testing.

Advises architects and project managers on new construction or renovations regarding safety requirements for bus bays, parent drop-off bays, parking lots, sidewalks, and other features. Approves or rejects construction plans based on above considerations.

Serves as a liaison between the Department and parents, students, site administrators, government and regulatory agencies regarding transportation.

Responds to and investigate reports of illicit substances on school buses. May relieve and/or escort driver to drug testing clinic.

Investigate, manage and mediate incidents of violence, including gang related activity, bullying and misconduct.

Investigates student confrontations and allegations of wrong doings. Interviews witnesses, complainants and reports findings.

Intervenes and diffuses potentially volatile situations with students and youth within the Tucson Unified School District and the community.

Responds to calls for service and crisis situations to investigate facts, present findings and recommends action to resolve situations to Site Administrators.

Coordinate district involvement with appropriate law enforcement agencies.

Ability to work occasional overtime and/or extended duty hours due to the need to cover large scale security, emergency, or other unforeseen events.

Downloads and secures bus surveillance footage. Reviews bus surveillance with appropriate District Personnel or Law Enforcement as necessary.

## **MARGINAL FUNCTIONS**

Participates in assigned committees representing the department and TUSD.

Evaluates and consults with other district representatives on emergency or crisis procedures.

Conducts emergency preparedness drills and school bus evacuations.

Patrols district schools, sites, and adjacent areas to protect students, staff, equipment and property from criminal activity, responds to security alarms and calls for assistance.

Attends student discipline hearings to serve as liaison between parents\students and District staff.

Attends Staffing to serve as liaison between parents and District staff.

Responds to schools during disturbances and student unrest. Diffuses threatening confrontations between persons.

Conducts school safety seminars and presentations to students, faculty, parents, and the community.

May conduct home visits as needed.

Provides crowd control for school events and provides security for school officials.

### **MENTAL TASKS**

Communicate. Read. Comprehend. Perform functions from written and oral instructions and from observing others. Evaluate written materials. Critical decision-making.

### **PHYSICAL TASKS**

Work involves the performance of duties where physical exertion is required as a normal part of assigned duties. Assistance is available to perform unusually physically demanding tasks. Work may involve lifting and carrying objects weighing as much as 50 pounds as a regular part of the job. May require occasional lifting weights up to 75 pounds. Considerable walking, climbing, stooping, bending, reaching and sitting for considerable periods of time may be required as a normal part of the job. Employees may have minor restrictions of motion; however the restrictions must not prohibit performance of assigned duties, and vision and hearing should be rated as acceptable to obtain the required driver's license. Verbal communicative ability may be required of public contact positions.

### **EQUIPMENT, AIDS, TOOLS, MATERIALS**

Utilize office equipment such as telephone, computer, printer and copier. Utilizes radio and cellular phone to communicate with employees. Requires wearing School Safety/Security apparel/uniform and protective, specialized equipment. Operates a motor vehicle. Operate distance/speed and alcohol use measuring devices.

### **WORKING CONDITIONS**

Indoor /Outdoor Office environment. Contact with employees, parents, students and the public. Exposure to all weather/climate conditions and temperatures. Exposure to noise dusts, gas and fumes. Potential contact with violent persons and potentially dangerous animals. May occasionally work different shifts. May be required to report on normal day off.

### **CONTROL, SUPERVISION**

Supervisory control of staff, which includes interviewing, selecting, training, directing and appraising work, handling employee complaints, disciplining staff and providing for safety and security.

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