

Openings as of 10/23/2018

ASSISTANT COORDINATOR FOR TRANSPORTATION - SAFETY, TRAINING, AND RECRUITMENT

JobID: 1142

Position Type:

Operations

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Date Posted:

10/22/2018

Location:

Transportation

Date Available:

11/19/2018

Closing Date:

10/31/2018

GENERAL

Develops and implements a pro-active safety and training program for students and co-workers. Maintains training materials, testing and training records in accordance with Federal, State and Local laws and regulations and School Board Policies. Conducts required training courses for school bus drivers and attendants, both in classroom setting and on the job. Recruits new employees. Works with school administration in support of academic and athletic programs. Responds to inquiries from the general public concerning school bus stops and safety concerns.

DUTIES AND RESPONSIBILITIES

Investigates school bus accidents to determine cause and possible solutions to prevent recurrence. Identify and conduct remedial training as required.

Reports accidents to the Director of Transportation, DOE and insurance companies as required. Conducts follow-up calls to resolve claim disputes in a timely manner.

Administers the Drug and Alcohol Testing Program for the school division. Maintains "confidential" file of all test results.

Conducts school bus evacuation drills for primary, secondary and special education students.

Reviews school bus routes to ensure bus stop safety while maintaining efficiency in scheduling.

Works with the Athletic Directors to manage buses for VHSL sports and middle school athletics.

Manages time and attendance of bus drivers and attendants to ensure fulfillment of contracts.

Acts as Chairman of the Transportation Department Safety Committee and conducts quarterly meetings.

Establishes school bus parking plans at each location to ensure safe movement of vehicles on school property.

Conducts "on the road" supervision of school bus drivers. Monitors vehicle speed and the general operation procedures.

Reports to the Emergency Operations Center (EOC) as a school division representative in times of natural and radiological emergencies.

Assists in the evaluation of road conditions in order to determine school closings or delays due to weather conditions.

Manages the school bus videotape monitoring program to identify disruptive students and provide support data to school principals for resolution of these problems.

Provides up to date training for school bus drivers and bus attendants. Maintains training materials and equipment.

Manages and maintains the Virginia Department of Transportation (DOT), Department of Motor Vehicle (DMV) "Third Party Testing Program".

Manages the automated DMV driver-monitoring program for the school division. Conducts annual records review of all assigned Commercial Driver Licensed (CDL) personnel.

Manages and submits payroll information for completed training classes.

Provides ongoing training (In-service and Re-certification) for all employees. Maintains automated tracking system on all personnel.

Manages the school bus driver-recruiting program.

Coordinate with Human Resources (HR) to identify manning shortfalls and other recruitment strategies.

Manages and submits data for presentation of awards at the annual recognition.

Performs other related duties as required.

SUPERVISION EXERCISED

None

SUPERVISION RECEIVED

Performs duties under the supervision of the Director of Transportation. Consults Federal, State, and Local Regulations, Division Policy Manual and Training Manuals.

CONDITIONS OF WORK

Work is typically performed between office settings and on City and County transportation routes. Travel on primary and secondary routes during inclement weather during days and nights is required. Frequent deadlines; requires ability to think clearly under emergencies. Surroundings can be noisy and hectic at times. Requires working varying shifts to assure coverage of the daily operation of the Office of Transportation.

QUALIFICATIONS REQUIRED

Possession of a high school diploma or G. E. D. certificate.

Some experience as a school bus driver.

General knowledge of Microsoft Excel, Word and Outlook

Must be able to pass a physical exam.

Must be physically able to comply with the drug and alcohol testing requirements as outlined by DOT regulations.

Must have a good driving record based on the criteria of WJCC Public Schools.

Within 90 days of employment must have met requirements for and obtained a CDL issued by the state of Virginia. Employees who's CDL is either revoked, suspended, or rendered invalid are subject to termination.

Must successfully complete the Virginia DOE Driver's Training Program within the first 90 calendar days of employment.

Ability to communicate effectively, both orally and in writing

Ability to establish and maintain harmonious working relationships with bus drivers, school personnel and parents.

ESSENTIAL FUNCTIONS

Ability to recruit, train and retain new employees.

Ability to respond to accident scenes and accurately document the facts leading to the accident.

Possession of a CDL with the necessary endorsements.

Ability to bend, stoop, climb and crawl.

Ability to lift up to 50 pounds.

FMLA regulations require all employers to post the [updated FMLA notice](#).