

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR I – SUPERVISOR, SAFETY, TRAINING & RECRUITING

TRANSPORTATION DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs administrative work to coordinate all safety, training and recruitment programs for the Transportation Department. Work involves coordinating and conducting school bus safety training for students, teachers, principals, bus drivers, and parents; recruiting and scheduling classroom/practical training for bus drivers; schedules annual school bus driver orientation training; annual, customized special needs bus driver and safety assistant training; schedules and conducts remedial school bus driver training; manages the transportation department recognition programs. Monitors the Dept. Worker's Compensation program. Project person to manage all aspects of the child safety restraint system (CSRS) program. Submits work orders to repair or renovate department facilities including bus zone offices. ISO 9001 auditor. Reports to the Director of Transportation.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Serves as the focal point for all Transportation Department safety programs. Determines requirements for, conducts or arranges for outside instruction and monitors all phases of safety training including for example, NCDMV provided school bus driver training, OSHA and non-OSHA health safety training and public motorist school bus awareness safety training. Conducts no-notice safety inspections throughout the department to review compliance with sound safety practices.

Responsible to coordinate, arrange for or conduct state-mandated annual and periodic school bus safety training for students, teachers, principals and parents. Does research for, prepares and provides focused training classes.

Supervises the incumbent "Gus the Talking School Safety Bus" driver, "Buster the Safety Bus" and their helper. Schedules "Gus" for training dates with elementary students at their respective schools. Department point of contact to arrange for community requests for "Gus" to support local parades and safety programs.

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Analyzes bus driver incident and accident reports to determine trends. Researches the market and determines training modules that are available or recommends specific types of training to counteract unfavorable trends.

Serves on the Dept. Accident Review Board which convenes at the call of the Assistant Director of Transportation.

Receives, compiles, and analyzes School Bus Incident Reports to compare and report on the consistency of disciplinary action taken by the various LEA principals. Make recommendations to bus drivers, bus supervisors and the director on strategies to improve student behavior while riding a school bus.

Recruits potential school bus drivers, safety assistants and other department employee candidates through media advertising, attendance at job fairs and through contact with prospective candidates.

Coordinates with the NCDMV and establishes school bus driver candidate classroom training dates; secures the training classroom space; conducts the assertive discipline training portion of the training program.

Ensures school bus driver candidates are pre-approved by the Human Resources Dept. for employment prior to scheduling them to attend the academic portion of the NCDMV training program.

Serves as the department project person to arrange for and conduct federally mandated CSRS training for all school bus drivers and safety assistants. Must become a certified CSRS instructor. Supervises the CSRS training staff. Conducts on-scene spot checks on operational school buses to ensure school bus drivers and safety assistants comply with CSRS requirements. Reports findings to bus supervisors and the director. Arranges for annual CSRS refresher training for school bus drivers and safety assistants.

Enforces the requirements contained in department operating instructions, LEA policy, state and federal guideline and laws.

Department monitor to ensure the timely submission of Workers Compensation (WC) claims for on-the-job injuries. Maintains the department WC file. Posts all required WC information to bulletin boards and files all reports. Assists employees to receive answers to their questions relative to insurance, retirement and other benefits as it relates to WC. Refers employees to Human Resources as necessary.

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Promotes the National School Bus Safety Week and the National Safety Poster contest with schools and central offices. Sponsors an annual “Gus the Bus” safety coloring contest for grades K-2.

Conducts on-scene evaluations of bus driver compliance with state-mandated pre- and post- operation bus inspections as stipulated in Transportation Department Operating Instruction 15. Makes reports of findings to zone transportation supervisors, the respective route operations supervisor, the assistant director and the director.

Coordinates and schedules annual school bus driver and safety assistant orientation training. Arranges for specialized training classes by the NCDMV, State Highway Patrol, the Railroad Agency, the state/county health department and any other agencies that have pertinent training information.

Coordinates the department staff development training program, cultural diversity training, conflict resolution training and sensitivity training programs. Arranges for “customized” training for special needs bus driver/safety assistants with the teachers and school principals of the students they transport.

ADDITIONAL JOB FUNCTIONS

Meets with principals, teachers, parents and school bus drivers to discuss student discipline, specifically with respect to strategies to improve school bus safety.

Is the department liaison for the joint law enforcement agencies Operation Stop Arm program, which focuses on the motoring public’s compliance with school bus stop laws and school zone safety.

Designated a system-wide ISO 9001 auditor.

Promotes school bus safety programs with the media.

Prepares and dispatches the Transportation Newsletter for Principals and Central Staff.

Periodically speaks with civic groups to explain bus safety criteria, bus operations criteria and to recruit school bus driver candidates.

Submit maintenance repair orders and work requests for transportation offices, including those located at the various bus zone sites.

Manages the Transportation Department recognition program. Arranges for the annual

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awards ceremony and prizes for personnel recognized as Professionals of the Year.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in transportation management or business administration or a related field with 3 to 5 years of training or experience in bus operations and safety training; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENT

Possession of a valid commercial driver's license issued by the State of North Carolina. An employee assigned to this position is designated as a Category "A" and governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, copiers, facsimile machines, etc. Must be able to exert a negligible amount of force constantly to move objects. Physical demand requirements are for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, manuals, professional journals, technical procedures, forms, charts, etc. Requires the ability to prepare training material, correspondence, reports, personnel records, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and

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confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including safety, personnel and governmental terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; understand and apply principles of statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of state and local laws, rules and regulations governing school bus operations.

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Considerable knowledge of organization, functions and programs of the Transportation Department.

Considerable knowledge of the current literature, trends, and developments in the field of transportation safety.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to work with a variety of officials at different levels of government under differing managerial controls and at different physical locations.

Ability to exercise tact and courtesy in frequent contact with employees, agency representatives, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.