

## **BUS TRAINING, SAFETY AND DISCIPLINE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, organizing and implementing training, safe driving and student bus discipline programs in a school district. An employee in this class provides the proper instruction and safety education to new drivers and routinely reinforce better driving habits with current employees operating the school buses. The employee will also meet with students, drivers, administrators and parents to resolve school bus disciplinary problems. The work is performed under the general supervision of the Transportation Supervisor with leeway provided for the use of independent judgment. Supervision is exercised over the work of Bus Drivers and Bus Monitors. Does related work as required.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Plans, organizes and monitors district-wide bus driver training and safe driving programs to assure compliance with applicable law;

Instructs new employees and retrains current employees in the driving of school buses in compliance with New York State Laws and district procedures;

Observes drivers during training and evaluate their performance;

Monitors operators' driving habits by both on-scene and on-board observations;

Personally interviews and performs application checks on new school bus drivers;

Road tests and evaluates drivers in compliance with Article 19A of the State of New York Department of Motor Vehicles;

Observes bus stations and student walking routes for problems and makes suggestions on improving procedures;

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Meets with drivers, students, teachers, administrators and parents concerning school bus disciplinary problems;

Assists with writing documents and files school bus disciplinary reports;

Compiles periodic, monthly and annual reports and submits to Transportation Supervisor.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

TERISTICS: Good knowledge of New York State Motor Vehicle Law as it pertains to bus driver training and safety education; thorough knowledge of New York State Education Law in regard to bus driver training; thorough knowledge of district transportation policy and procedures; good knowledge of State and municipal traffic laws; good knowledge of basic safety and first aid procedures; good knowledge of school district student disciplinary policies and procedures; ability to communicate effectively with others both orally and in writing; ability to plan, organize and monitor problems; ability to evaluate the driving skill of others; ability to maintain records and prepare reports; initiative; and resourcefulness.

MINIMUM QUALIFICATIONS: Two (2) years of experience in the operation of a school bus or in a clerical or administrative position in a school district transportation office.

SPECIAL REQUIREMENT: Possession of a valid Class II Operator's License issued by the State of New York and certification by the New York State Department of Motor Vehicles to evaluate bus drivers.

NOTE: The Bus Training, Safety and Discipline Coordinator must complete 20 hours of the New York State Bus Driver Program.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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