



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Transportation Safety Manager**
 Job Family: **Transportation**
 Prepared/Revised Date: **December 20, 2023**

FLSA Status: **Exempt**
 Pay Range: **OP45Y**
 Job Code: **62105**

SUMMARY: Responsible for effective and analytical management of safety and compliance across the Transportation Department and its operations, including the development, implementation and coordination of training programs and policies to ensure compliance in all applicable local, state, and federal regulations. The Safety Manager will oversee the Safety Bus Driver Trainers serving as a resource by providing educational support and guidance to successfully acquire a commercial driver license. This position has a direct impact on School Bus Transportation, Warehouse and White Fleet operations. The Safety Manager will serve as a resource to Management by providing educational support and training in efforts to develop a comprehensive safety culture across the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Assume primary responsibility in responding to personal injury and vehicle accidents by on-scene investigation and preparing and submitting reports to the corporate office in accordance with Company policy.	D	10%
2. Investigates accidents, incidents, and work-related injuries and determines fault/probability and schedule driver accident review meetings within a 30 day time frame.	D	10%
3. Lead, design, develop and implement initial and recurrent training programs for transportation personnel.	D	10%
4. Investigate customer service complaints relative to safety issues and take appropriate corrective action.	D	10%
5. Works collectively with supervisors on administering driver hiring, compliance process and MVR reports.	D	5%
6. Proactively recruit individuals to apply and train them to become School Bus Operators.	D	4%
7. Attend work and arrive in a timely manner.	D	1%
8. Supervise Trainers by establishing objectives, standards, work schedules and accountability for job performance.	W	10%
9. Provide classroom instruction and behind the wheel training of applicants and bus drivers to ensure successful completion of training and testing; recommend upgrades as necessary.	W	10%
10. Maintain Company random drug/alcohol testing and pre-employment drug/alcohol testing program in conjunction with Risk Management.	W	10%
11. Prepares and submits accident-related compliance forms, maintains files, and enters the system.	W	10%
12. Communicate with Supervisors on safety concerns and proactive measures with employees to keep accidents and costs down.	W	5%
13. Develop and conduct regularly scheduled monthly Driver Safety Meetings.	M	4%
14. Perform other duties as assigned.	Ongoing	1%
	TOTAL	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in related field or equivalent combination of education and experience
- More than five years of experience in safety related field

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license
- Commercial driver’s license (CDL) with Passenger and School Bus endorsement
- CPR and First Aid certifications
- Third-party tester license preferred – acquire Third-Party Tester License within 1 year of hire date

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Advanced knowledge of safety and DOT regulations
- Supervisory experience preferred; specifically experience supervising/training a driver workforce
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Strong leadership skills and interpersonal skills
- Strong organizational and group presentation skills
- Ability to provide direction, coaching and mentoring to employees while creating an environment that encourages and values input and feedback
- Ability to respond to unanticipated events to ensure excellence in customer service
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to carry a pager, be on call and/or respond to calls 24/7
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	Bus Operator Trainers	4



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	