

Job Description

Job Title: Transportation Training & Safety Specialist
Position Code:
Job Classification: Exempt

Supervisor: Executive Director of Transportation
Pay Grade: 34
Contract Length: 245 Days

Job Summary

Position is responsible for supervising, developing, coordinating, supervising, and presenting all facets of school bus driver training to include behind-the-wheel and classroom instruction. In addition, this position is responsible for all facets of bus assistant training. Position participates in the recruitment and selection of bus drivers and ensures that drivers meet federal, state, and local regulations/qualifications for operating a school bus. Position is also responsible for developing, coordinating, and enforcing all facets of the transportation safety program to include accident analysis/documentation, spot checks of drivers/equipment, safe driving awards, safety newsletter, ROAD-E-O, and various other safety initiatives. Position is primary transportation and secondary district representative in the City of Newport News Emergency Operations Center. Position works a flexible schedule to include some evening and weekend hours.

Essential Duties

1. Assists the Human Resources department with recruiting, selecting, and maintaining an authorized level of bus drivers.
2. Coordinates all facets of school bus driver training to include behind-the-wheel and classroom instruction.
3. Coordinates all facets of bus assistant training.
4. Maintains and updates lesson plans for all training modules in accordance with the State Department of Education curriculum and Federal Motor Carrier Safety Administration develops specialized lesson plans as needed.
5. Develops and/or selects appropriate training and safety materials such as handouts, training handbooks, visual aids, etc.
6. Supervises and oversees the work of four (4) Master Trainers and ten (10) certified drivers/trainers who assist with conducting general bus driver training; and ensures that training is delivered as specified.
7. Facilitates all CDL driving requirements to include DMV CDL Permit Testing and Third-Party Testing Program for the division's school bus drivers, warehouse, plant services and shop staff to obtain/maintain a CDL. Also provides service to outside public agencies.
8. Presents major training sessions to include initial driver training, re-certification, training the trainers, first aid, training for drivers with disabled students, and remedial training; and conducts road training that includes demonstrating the proper handling of buses in various traffic/weather conditions.
9. Certifies bus driver/bus assistant attainment of training benchmarks; reviews DMV records; and ensures that all drivers meet federal, state, and local regulations/qualifications to operate a school bus.
10. Responsible for schools' division Defensive Driving Training Program. Training consist of an initial 8-hour course and a bi-annual 4-hour course. Course is required for all vehicle drivers within the school district.
11. Acts as the primary transportation and secondary district representative in the City of Newport News Emergency Operations Center.
12. Acts a liaison with the local police department and sheriff's department to work through traffic issues, infractions and overall vehicle safety.
13. Evaluates the effectiveness of training sessions and recommends/implements improvements.
14. Acts as a liaison with the human resources department and the operations division to ensure that drug testing requirements are conducted; and coordinates bus driver annual physicals with approved health care providers.
15. Conducts and documents on-the-road observations and random checks of school bus drivers and equipment to identify and correct unsafe driving practices and procedures.
16. Assists as needed with responding to accidents involving school buses; collects accident reports and related data from the maintenance and operations division for all accidents; and determines whether it needs to be reported to the State.
17. Chairs the Accident Review Panel and acts as a liaison between the transportation department, risk management, and insurance companies.
18. Conducts statistical analyses on types and causes of accidents/incidents to determine additional training & safety needs. Works with the Supervisor of Transportation to ensure that bus stops are reviewed for safety

and assists with investigating related concerns.

19. Coordinates with school-based administrators to establish “school site safety plans” regarding pupil transportation.
20. Collects data from various sources to compile the annual state transportation report and maintains complete training and accident history records for transportation personnel.
21. Plans and organizes special events to include the annual ROAD-E-O, safety newsletter, recognition night, and safe driving awards.
22. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Remains current on state and federal regulations governing school bus driver training and safety. Remains current on all required certifications to include FEMA requirements.
2. Performs any other related duties as assigned by the Executive Director of Transportation or other appropriate administrator.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications:

Must possess a Bachelor’s degree in training/human resources development, business administration, management, or a related field & with considerable experience conducting training to adult learners (preferably within a pupil transportation or safety environment); or any equivalent combination of education & experience that would provide the noted knowledge, skills, & abilities. Considerable experience operating a school bus in combination with successful completion of some college level coursework may substitute for college degree. Supervisory experience required. Must possess a valid CDL to operate a school bus. Must possess Third Party Tester Certification and State Approved Driver Training Certification. Defensive Driver Instructor Certification, First Aid/CPR Instructor Certification, Breath and Alcohol Testing Certification must be acquired within the first 180 days of employment. Must possess knowledge of adult learning theory, training design, & development. Must possess a thorough knowledge of school bus driver licensing/training requirements & techniques in safe school bus operation. Must possess the ability to plan a training program for school bus drivers & conduct classroom/behind-the-wheel training activities. Must possess the ability to plan & supervise the work of bus driver trainers. Must possess the ability to collect, organize, & analyze statistical information to determine additional training needs. Must possess skills in the use & operation of personal computers & associated software (Microsoft Access, Excel, and Word preferred). Must possess excellent analytical, organizational, and communication skills.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to stand and sit for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 50 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships with coworkers.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Master Trainers, Secretary, Bus Driver Trainees

Supervision Received: Executive Director of Transportation

This job description in no way states or implies that these are the only duties to be performed by this employee. The Transportation Training and Safety Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Transportation or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received a copy of this job description and understand the contents.

Employee Name (Print)

Signature

Date

Revised 08/2025