

Anoka-Hennepin Independent School District #11
Job Description

Title: Transportation Safety Coordinator
Department: Transportation
Reports to: Director of Transportation
Prepared Date: April 2, 2007

SUMMARY OF RESPONSIBILITIES

Coordinates school bus safety programs for Anoka-Hennepin School District by performing the following duties.

DUTIES AND RESPONSIBILITIES

- Assists teachers in development of bus safety curriculum; presents information to students.
- Conducts monthly safety meetings with school bus paras.
- Monitors bus route and bus stop, noting changing traffic situations; recommends revisions to supervisors and/or company dispatchers to ensure safety and efficiency.
- Develops, monitors, and keeps current accident and injury statistics and trends.
- Creates monthly school bus safety messages to school bus companies under contract.
- Resolves transportation conflicts by listening to students, parents, school officials, and bus contractors to determine what issues need to be addressed, including inappropriate student behaviors, school bus stop incidents, location safety, and driver behaviors.
- Works with elementary building principals in setting up and monitoring school bus patrol programs.
- Stays current on all laws, rules, and regulations that pertain to school bus transportation.
- Supervises all bus paraeducators
- Supervises all traffic control and crossing guards
- Supervises bi-annual school bus evacuation drills for all schools.
- Performs such other tasks and assumes such other responsibilities as the Director of Transportation may assign.

SUPERVISORY RESPONSIBILITIES

Supervises approximately 70 bus paraprofessionals and 70 Adult Traffic Control and Crossing Guards in Transportation. Responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Requires High School Diploma or equivalent.

Experience in school bus transportation or use of computerized routing systems desired.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of and experience with PC software, word processing, spreadsheets, and/or databases
Ability to maintain regular attendance, which includes completing an assigned day.

WORK ENVIRONMENT

Most work is performed in an office, and much of the work is performed on a computer and telephone. Driving to the bus company headquarters, or to other school district buildings is often required. Driving in an auto behind a school bus, to monitor the route effectiveness is also required at times.