

SAFETY INSPECTOR (TRANSPORTATION)

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for preparing and administering the training and examination program for a school district's school bus drivers, as mandated by local and State laws. In addition, duties include enforcing regulations, problem solving and dispute resolution to ensure and maintain safety and efficiency of the transportation system. Substantial contact and communication with drivers, students, parents and the public is required. Work is performed under general supervision of the Supervisor of Transportation or other high level school administrator. Supervision is exercised over school bus drivers. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists the Supervisor of Transportation and the Head Bus Driver in providing a safe and efficient transportation system for the school district;

Designs and conducts training programs for school bus drivers based on requirements of State and local laws;

Conducts all school bus driver training courses as mandated by the State Education Department, including pre-service, in-service and refresher courses for all school bus drivers;

Conducts biennial performance tests and written examinations as required by law;

Reviews employee's licensing status and driving record with Department of Motor Vehicle Bureau annually, and updates employee's file as appropriate;

Patrols school district during prime hours to observe school bus drivers as they transport students to and from school;

Assists school bus drivers with conflicts involving students on the buses and resolves any and all problems at bus stops;

Acts as liaison between the school district personnel, parents and police department;

Investigates and assists drivers in the event of an accident or mechanical problem;

Files reports as required;

Attends all school district safety committee meetings;

May be required to drive a school vehicle in an emergency situation;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of State Education laws, rules and regulations regarding the certification requirements of school bus drivers; good knowledge of bus operations in a school district; good knowledge of local geography and traffic conditions; ability to plan, instruct and train others; ability to prepare reports; ability to communicate clearly and effectively to individuals and groups, both orally and in writing; ability to establish and maintain effective working relationships with a variety of people; reliability; dependability.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and five (5) years experience which involved the operation of automotive equipment, three (3) of which must have included the operation of a school bus; or
- b) Eight (8) years of experience as which involved the operation of automotive equipment, three (3) of which must have included the operation of a school bus; or
- c) An equivalent combination of training and experience as described in a) and b) above.

SPECIAL REQUIREMENTS:

1. Possession and maintenance of current valid certification as an Examiner, issued by New York State Department of Motor Vehicles under Article 19-A of the Vehicle Traffic Law;
2. Possession of a valid license appropriate for vehicles to be operated, issued by the New York State Department of Motor Vehicle, at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.