

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 7416  
Pay Grade: D13

FSLA: Non-Exempt

**TRANSPORTATION ROAD SAFETY SPECIALIST**

**MAJOR FUNCTION:**

Provides continuous on-the-road monitoring of all aspects of driver performance and compliance with all safety related rules, regulations, and statutes that pertain to school bus driver's and operation of school buses.

**DUTIES AND RESPONSIBILITIES:**

- Handles complaints from local law enforcement, school based administrators and the public at large regarding unsafe driving practices on the part of school bus drivers.
- Audits and analyzes arrival, layover, and departure times of buses, student load data and other related information.
- Audits school bus routes, stops, equipment, and drivers to promote safety and efficiency.
- Takes immediate corrective action with drivers to remedy significant/fatal safety deficiencies when observed.
- Works cooperatively with Supervisor, Transportation Field Operations and Manager, Transportation Area to resolve performance issues and/or to take appropriate disciplinary action.
- Reports on and recommends routing, scheduling, and related changes that ensure the safety of customers and efficiency of the transportation system.
- Ensures compliance with Federal and State statutes, rules, and regulations and Pinellas County School Board policies and rules pertaining to transportation of students.
- Coordinates with appropriate personnel in Transportation, district offices and governmental agencies regarding safety issues pertaining to transportation of students.
- Maintains detailed records of route/driver observations to document and provide relevant statistics and related information regarding students transported and transportation services provided.
- Performs routine on-site checks of bus stops, for compliance of policy and procedures.
- Ensures drivers apply policy and procedures by riding the school bus.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a GED, supplemented by some college level courses and three (3) years transportation experience. Possess and maintain a valid Florida class "B" commercial driver's license with passenger and school bus endorsements.

**PREFERRED:**

Associate's or Bachelor's degree in business or related fields and demonstrated knowledge of state and local laws and regulations regarding the operation of public school buses. Evidence of a working knowledge of computerized bus routing systems.

ISSUED: 1/05 AK; BOARD APPROVED: 2/22/05; 7/08 MQ, RAS; BOARD APPROVED: 10/29/08

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**TRANSPORTATION ROAD SAFETY SPECIALIST**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data			X		
21. Using a video display terminal			X		
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

Transportation Road Safety Specialist – NR