

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7420
Pay Grade: C04

FSLA: Exempt

TRANSPORTATION ROUTE & SAFETY AUDITOR

MAJOR FUNCTION:

Responsible for conducting audits of bus routes to ensure they are in compliance with State and local board policies, department guidelines and procedures, and generally accepted safety practices. Performs responsible professional and technical office and fieldwork in the district's transportation safety and loss prevention programs. This includes not only the review of routing documents and related materials (e.g., maps, GIS data), but also on-site observations of stops and riding routes when necessary. This position is responsible for ensuring that any audit deficiencies are corrected in a timely manner. Exercises discretion and independent judgment.

DUTIES AND RESPONSIBILITIES:

- Audits bus routes.
- Randomly selects a sample of bus routes and thoroughly analyzes each one to ensure compliance by federal, state and local rules and regulations, state and local board policy and generally accepted safety practices.
- Documents findings and deficiencies, ensures prompt remediation of deficiencies.
- Concentrates auditing on sources of abnormally high numbers of complaints, to assist supervisor in remediation/career redirection.
- Implements programs and updates county safety procedures and manuals pertaining to transportation and routing/safety functions.
- Provides technical assistance and/or training to supervisors and administrators for use in educating all employees on routing principles, responsibilities, issues, etc.
- Assists in planning and conducting training programs for new and experienced routing staff and other transportation personnel.
- Maintains records of all audits and reviews.
- Analyzes and interprets data, identifies trends and recommends corrective actions.
- Serves as a member of Safe Driver Review Committee.
- Develops safety review issues.
- Utilizes microcomputer software and computer applications to produce written programs and correspondence, and to develop and maintain appropriate databases and loss activity reports.
- Maintains transportation street/address map and reviews accuracy with county and state agencies.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in Business, Safety Management, Risk Management or a related field. Five (5) years of progressively responsible work experience in safety and compliance with governmental safety standards. Working knowledge of school bus operations in large fleet (100+ buses) environment. Possession of a valid State of Florida Class E non-commercial driver's license. Demonstrated skills in computer usage.

ISSUED: 1/05 AK; BOARD APPROVED: 2/22/05

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 ROUTE & SAFETY AUDITOR

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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 Route & Safety Auditor - P/T/S