

SCHOOL DISTRICT OF SARASOTA COUNTY**JOB DESCRIPTION****TRANSPORTATION TRAINING SUPERVISOR****SALARY SCHEDULE: ADMINISTRATIVE M****COST CENTER: TRANSPORTATION SERVICES (9030)****QUALIFICATIONS:**

- High School Diploma or equivalent.
- Possess a valid state of Florida Commercial Driver's License Class B with P and S endorsements within first six months of employment.
- Minimum of five (5) years' experience in transportation or two years Supervisory experience.
- Two (2) years' transportation or equivalent training experience as determined by the Director of Transportation.
- Completion of an internal leadership development program within the first year of employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of federal, state, and local rules and regulations related to pupil transportation.
- Knowledge of the theory and practices utilized in a transportation organization.
- Knowledge of computer skills and applications.
- Ability to solve customer problems.
- Ability to communicate effectively, both orally and in writing.
- Ability to counsel, instruct and evaluate as required.
- Ability to organize and prioritize tasks.
- Skill in developing relationships with school administrators and parents.

REPORTS TO:

Operations General Manager

JOB OBJECTIVE:

To provide coordination, supervision, and direction for the day-to-day operation of all bus routes to assure efficient and safe transportation for all students in the District.

SUPERVISES:

Bus Drivers in Training
Bus Attendants in Training
Classroom, Phase II, and Phase III Trainers
CDL Testers

PERFORMANCE RESPONSIBILITIES:

- Design CDL training curriculum specifically for school bus drivers.
- Organize and schedule training sessions based on driver availability and district needs.
- Lead classroom instruction on regulations, safety procedures, and best practices for school bus driving.
- Supervise and evaluate training staff and CDL examiners while in the performance of their training duties.
- Oversee hands-on driving practice, ensuring trainees understand and follow safety protocols.
- Assess driver trainees' skills and progress through written exams, practical assessments, and on-road evaluations.

TRANSPORTATION TRAINING SUPERVISOR (Continued)

- Ensure all training programs adhere to CDL and FMCSA (Federal Motor Carrier Safety Administration) regulations.
- Assist trainees with scheduling their CDL written and road exams.
- Keep comprehensive records of each trainee's progress, test scores, certifications, and other relevant documentation.
- Supervise the use and maintenance of simulators, training buses, and other instructional equipment.
- Organize and conduct refresher courses for current drivers on updated regulations and safety practices.
- Train drivers on emergency evacuation, fire drills, and other emergency procedures.
- Ensure that trainees are adhering to all safety standards during practice driving sessions.
- Oversee the budget for CDL training, including costs for materials, equipment, and instructor salaries.
- Work with the Director to identify training needs based on recruitment and hiring requirements for drivers.
- Regularly review and update training manuals, course content, and materials.
- Offer additional coaching and support for trainees who may need extra help mastering driving skills.
- Teach drivers how to handle and report accidents, breakdowns, and other on-road incidents.
- Keep current with changes in CDL, FMCSA, and school bus-specific regulations.
- Serve as a liaison between the transportation department and school administrators.
- Ensure the training facilities are safe, well-maintained, and equipped for training purposes.
- Track and verify when drivers complete training and obtain their CDL certification.
- Help trainees prepare for and feel confident about their final road test for CDL certification.
- Instruct drivers on defensive driving techniques to ensure passenger and road safety.
- Collect and analyze feedback from trainees to improve the training program.
- Foster a respectful, supportive atmosphere for all trainees.
- Plan regular sessions on new driving practices, laws, or technologies.
- Maintain a calendar of training sessions, exams, and deadlines for easy access by all stakeholders.
- Develop key performance indicators to measure training success, completion rates, and safety compliance.
- Perform driving duties if needed.
- Perform all other tasks as assigned by Area Manager, Operations General Manager, Assistant Director, or Director.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 08