



JOB TITLE: Safety Examiner

REPORTS TO: Director of Transportation

DESCRIPTION: The Safety Examiner oversees and monitors driver training, driver testing and certification and all aspects of driver safety and protocols

PREFERRED QUALIFICATIONS:

- Certified 19-A Examiner by the NYS Department of Motor Vehicles
- Holds a CDL B License with a Passenger and School Bus endorsements
- School Bus Driver Instructor certification
- Minimum of three years school bus driver experience
- High School diploma or equivalent experience

RESPONSIBILITIES:

1. Administer oral/written examinations in addition to behind-the-wheel driving tests and Defensive Driving Reviews to bus drivers as mandated by Article 19-A of Vehicle and Traffic Law
2. Shares in a variety of clerical tasks, maintaining various records, filing, typing accident records and civil service applications.
3. Observe bus drivers' defensive driving performance while operating a bus with passengers and offer corrective action and create new training programs to address trends.
4. Prepare compliance records and maintain files on all drivers for SED and DMV.
5. Assists the Transportation Director in staffing needs, recruitment, interviewing, and screening of candidates.
6. Schedule or Conduct kindergarten orientation with new students and speak to their parents on transportation and bus policies.
7. Schedule or Conduct Bus safety drills as outlined in SED regulations.
8. Schedules and administers the department's annual medical examination program per state and federal guidelines.
9. Oversee the testing, training, and certification for new drivers in accordance with Federal Motor Carrier Safety Administration (FMCSA) guidelines.
10. Directly responsible for overseeing all the SED training requirements of bus drivers to include but not limited to Pre-Service Class, Basic Attendant/Monitor Course, Basic Bus Driver Course and State Safety Refresher Classes.
11. Oversees and monitors the departments safety awards program.
12. Inspects and approves bus stops and turnarounds in accordance with district policy and SED regulations.
13. Be able to communicate with individuals from all levels of the organization.
14. Supervises the adherence of all local, state and federal regulations for school bus drivers.
15. Fulfills the assigned duties as on-scene district representative at bus accidents and incidents.
16. Perform miscellaneous tasks or duties assigned by Transportation Director