



JOB TITLE:	SAFETY TRAINING COORDINATOR	DIVISION:	BUS
REPORTS TO:	SUPERINTENDENT, BUS SAFETY TRAINING	EEO CATEGORY:	06 - CLERICAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	YES
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under the general direction of the Bus Safety Training Superintendent, this position administers programs for the Safety and Training Department. The Safety & Training Coordinator prepares policy based on Department of Motor Vehicles (DMV) regulations, and serves as the District liaison with local and state DMV offices, and with the California Highway Patrol (CHP); develops system packages and related reports, and is responsible for monitoring DMV regulations and accident/incident reports, Safety Awards Program, and coordinates Safety and Training records. May perform additional duties as required or assigned.

Essential Responsibilities

- Reviews, interprets and proposes administrative procedures and programs for compliance with DMV regulations
- May act independently as District liaison with DMV and CHP regarding areas of certification and compliance
- Interprets DMV Administrative Code, Title 13, Vehicle Code and related DMV reports and printouts
- Reviews high-risk DMV reports and advises action
- Administers DMV Pull Notice System and bi-annual DMV report review
- Administers program of Bus Operator records of physicals and licenses by system input and monthly review
- Advises Bus Operators and Mechanics of certification expiration dates
- Schedules Bus Operators for annual training and meetings with adjustors and Safety Superintendent
- Issues removal from service notices to Bus Operators when not in compliance with physical and driver's license requirements
- Processes and transmits information to insurance company regarding accident reports
- Receives and audits billing from insurance adjustors
- Maintains system programs and provides reports for each Bus Operator file - monthly, quarterly and annual reports
- Administers and maintains Bus Operator's accident records for the Safety Award Program on a monthly basis



- Provides administrative and office support to the Safety and Training Department, Supervisors and Superintendent
- Serves as District liaison with medical facility physicians regarding DMV medical certifications
- Performs monthly internal audits of DMV, medical and accident/incident reporting files and databases
- Knows and follows the safety and health rules and safe working practices applicable to his or her job
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Performs additional related duties as assigned
- Regular and reliable attendance and performance are required

Required Knowledge, Skills and Abilities

Knowledge of:

- Standard office administrative practices and procedures, including business letter writing and the operation of common office equipment
- Record keeping, report preparation and basic arithmetic calculations
- MS Office software such as MS Word, Excel, and Access

Ability to:

- Compose correspondence and completing projects from brief oral or written instructions; develops independent correspondence as District liaison to outside agencies as well as District staff and individual employees
- Learns, interprets, and explains DMV regulations, policies and procedures
- Use initiative and independent judgment within established guidelines as well as proposing new guidelines as required
- Organize work, set priorities, and meet critical deadlines, and follow up on assignments with minimum supervision
- Establish, organize and maintain a variety of confidential files
- Conduct Research, compile, summarize, interpret and analyze a variety of data, and independently prepares reports
- Use tact and discretion in establishing and maintaining cooperative, effective and productive working relationships
- Develop forms and procedures for Training Department regarding DMV compliance for student files
- Type with sufficient speed and accuracy



Minimum Qualifications

Education and Experience Equivalent to:

- A minimum of three years' recent full-time position related office and/or administrative experience including record keeping and preparation of statistical and written reports
- Minimum one year recent full-time position related experience using work related computer software such as: MS Word, Excel, Access or other equivalent computer software programs

Physical Requirement: Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Routine use of computer, telephone and other office equipment. May require extensive periods performing work on a computer. Majority of the work is conducted in an office environment. May lift up to 50 pounds (to box and lift files for storage).