



**JOB TITLE:** Safety Supervisor

**Salary:** Non-Exempt

**REPORTS TO:** Manager

**Date:** N/A

**Purpose/Job Goal:** It is the Safety Supervisor's responsibility to eliminate all vehicular and employee accidents at the location by following training procedures, proactively sharing safety communications and actions. You will be the recognized leader/cheerleader for safety at the location. It will be your job to gain each employees commitment to safety by involving employees and recognizing positive performance.

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## **JOB REQUIREMENTS**

- High school diploma or equivalent. Some college preferred.
- CDL license with appropriate endorsements and state certificates required.
- Three years work experience with two years in the school bus industry. Must complete the AAST training supervisor course within twelve months.
- Computer literacy, preferably in word processing. Well-developed verbal and written communication skills.

## **RESPONSIBILITIES:**

- Select and train qualified school bus drivers according to company established guidelines and legal requirements.
- Recruit and instruct new applicants through new employee orientation and the successful completion of training and testing.
- Provide on-going performance evaluations for all driver and monitor employees.
- Develop and implement a twelve month long range plan that includes training and sustaining full driver and monitor force, through initial training, monthly safety meetings, evaluations and reviews.
- Document and maintain records as required by state and federal regulations, plus company policies.
- Assume primary responsibility in responding to personal injury and vehicle accidents by on-scene investigation. Prepare and submit reports according to company policy.
- Conduct monthly safety inspections of the facility and surrounding areas and investigate customer service complaints relative to safety issues.
- Provide notice to drivers of upcoming expirations dates on various documents and ensure certification renewal (TEA).
- Obtain driver abstracts from state agencies for all employees semi-annually.
- Prepare and conduct monthly safety meetings – topics should address current trends in the Location for upcoming weather condition changes such as winter driver techniques, rainy Seasons, etc. School bus stop procedures must be covered a minimum of 3 times per year. Employee safety should also be covered each meeting.
- Accident investigation and review
- Arrange for staff to be on the lot as drivers are checking in and out each day.



- Develop employee involvement activities such as location safety team, accident review Boards, safety messages submissions, contests (clean bus award) etc.
- Create a safety atmosphere at the location by using posters, bulletin boards, etc. to communicate safety messages, recognize positive employee actions, etc.
- Establish and maintain a mirror check station at each location.
- Assist manager in reviewing bus stop, school loading zone safety, lot safety, etc.
- Maintain training records.
- Assist manager with video camera and report follow up as necessary.
- Follow location incident reporting policies.