



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6809
Pay Grade: E03

FLSA: Exempt
PTS

TRANSPORTATION, QUALITY AND SAFETY ANALYST
REPORTS TO: Director, Transportation
SUPERVISES: Not Applicable
QUALIFICATIONS: Bachelor's degree from an accredited college or university in Transportation Management or related field or five (5) years of work experience in the transportation industry or the safety and compliance industry. Completion of Florida DOE School Bus Operator Curriculum within one (1) year of employment. Demonstrates knowledge of current computing technologies and software applications appropriate to the position's responsibilities. Possess and maintain a valid Florida Class "B" commercial driver's license with passenger and school bus endorsements. Must hold a current State Medical Examiner's Certificate issued by a Pinellas County School Board-approved physician.
MAJOR FUNCTION
Responsible for planning, developing, and maintaining approved safety programs, guidelines and procedures following Department of Education (DOE) and Department of Transportation (DOT) rules, regulations, standards, and best practices. Conducts 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. Review of routing documents and related materials (e.g., maps, GIS data), conducts onsite observations of stops and riding routes when necessary. Exercises discretion and independent judgment.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Plans, develops and maintains approved safety programs, guidelines and procedures following DOE/DOT rules, regulations, standards and best practices.• Audits bus routes to ensure compliance by federal, state, and local rules and regulations, state and local board policy and generally accepted safety practices.• Directly observes and reviews drivers in the performance of the work, i.e., proper adherence to safety standards/procedures.• Documents findings and deficiencies, ensures prompt remediation and training for all deficiencies.• Concentrates auditing on sources of abnormally high numbers of complaints, to assist supervisor in remediation/redirection.• Implements programs and updates county safety procedures and manuals pertaining to transportation and routing/safety functions.• Participates in the District Safety and Security Committee (DSSC), Vehicle Accident Committee, and the Student Transportation and Enhanced Pedestrian Safety Committee (STEPS).• Utilizes the School Safety Bus to extend scholar transportation safety knowledge.• Maintains records of all audits.• Analyzes and interprets data, identifies trends and works to reduce costs associated with risk and enhancing efficiencies in processes and procedures.• Utilizes computer software/applications to produce written programs and correspondence, and to develop and maintain appropriate databases and loss activity reports.• Performs other related duties as assigned.

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 established by the District.

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

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.

HISTORY OF JOB CLASSIFICATION

ISSUED: 11/30/23 PT; BOARD APPROVED: 01/23/24

TRANSPORTATION, QUALITY AND SAFETY ANALYST

WORKING CONDITIONS & PHYSICAL EFFORT:	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 computer to enter and transform words or data					X
21. Using various technology tools					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			X	
27. Other physical, mental or visual ability required by the job	X				

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