

**CLASS TITLE: COORDINATOR, MOTOR CARRIER
 AND SCHOOL BUS SAFETY PROGRAMS
 (DOA)**

**Class Code: 02523500
Pay Grade: 33A
EO: A**

CLASS DEFINITION :

GENERAL STATEMENT OF DUTIES: To be responsible for the coordination, maintenance and supervision of statewide motor carrier and school bus safety programs within the Department of Administration in accordance with established federal standards and state laws, rules and regulations; to serve in a liaison capacity between the department and the State Police Truck Squad and to ensure the compliance of federal and state regulations governing motor carrier safety, weight and hazardous material enforcement; to administer, supervise, operate and maintain school bus safety programs; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement and initiative; work is reviewed for conformance to established federal standards, state laws, rules, and regulations, as well as departmental policies and procedures.

SUPERVISION EXERCISED: Plans, assigns, supervises and reviews the work of subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the coordination, maintenance and supervision of a statewide motor carrier and school bus safety programs within the Department of Administration in accordance with established federal standards and state laws, rules and regulations.

To serve in a liaison capacity between the department and the State Police Truck Squad to ensure the compliance and enforcement of federal and state regulations governing motor carriers and the transportation of hazardous materials.

To handle complaints and inquiries relative to the motor carrier and school bus safety assistance program.

To be responsible for the preparation of the annual Size and Weight Enforcement Plan, as well as the annual Certification Plan for submission to the Federal Highway Administration.

To recommend amendments or revisions of existing state laws and regulations and to recommend new legislation and regulations relating to the motor carrier and school bus safety programs.

To attend meetings and conferences pertinent to motor carrier and school bus programs.

To be responsible for the certification of school bus drivers and school bus operations with the State; to be responsible for the collection and reporting of information and statistical data necessary to improve the safety of school bus operations; to establish and maintain requirements for the identification and the proper equipment of school buses; to be responsible for the selection, training and supervision of school bus drive trainers, who provide instruction and training to school bus drivers in safe driving practices and skills; to monitor and recommend changes in the conduct of recertification classes for such bus drivers, and to make periodic evaluations of such driver training programs; to evaluate, annually, the State School Bus Safety Program and to submit a copy of such an evaluation to the National Highway Traffic Safety Administration.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of federal and state laws and standards relevant to motor carrier and school bus safety and the ability to apply such knowledge in the coordination of a statewide motor carrier and school bus safety assistance program; the ability to maintain an effective liaison with the State Police Truck Squad in the compliance and enforcement of motor carrier laws and regulations; the ability to investigate and resolve complaints relative to the motor carrier safety assistance program and its regulations; the ability to collect, interpret and prepare report data for submission to the Federal Highway Administration and the department; the ability to recommend amendments and revisions of existing state laws and regulations and to research and recommend new legislation relating to the motor carrier safety assistance program; the ability to establish and maintain an effective working relationship with superiors, federal and state officials, motor carrier industry personnel, and public; and private organizations; and related capacities and abilities; a thorough knowledge of the State Motor Vehicle Codes and the ability to apply such knowledge in the issuance of licenses and permits to qualified individuals covered under the School Bus Safety Program sponsored by the Division; a working knowledge in evaluating and/or resolving the common problems, policies and practices encountered in supervising a school bus safety program; the ability to select and train school bus driver trainers and to evaluate the effectiveness of a school bus driver training program; the ability to collect, interpret and report on statistical data and information; the ability to investigate and resolve complaints of bus drivers and the general public; the ability to establish and maintain an effective working relationship with superiors, federal and state officials, local school system personnel, other state agencies, and public and private organizations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through; graduation from a college of recognized standing; and
Experience: Such as may have been gained through; employment in a responsible position assisting in the coordination, development and execution of motor carrier and school bus safety programs; or employment in a responsible position which required working with individuals and groups to assure their observance of, and compliance with safety rules and methods in an organized safety program.
Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 8, 1987

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