



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Manager Transportation Safety and Training**

Job Family: **Professional**

Prepared/Revised Date: **August 1, 2026**

FLSA Status: **Exempt**

Pay Range: **Schedule A/P, Grade Q**

Job Code: **62107**

SUMMARY: Responsible for providing strategic leadership and oversight of all transportation safety, training, compliance, and risk management functions, ensuring safe and legally compliant operations, while minimizing district liability. Direct accident and incident investigations, safety audits, and corrective actions; oversee comprehensive training programs including CDL/ELDT certification and specialized staff development; and supervise the training department and IS Transportation Coordinator to ensure effective service delivery. Analyze data from video systems and safety technologies to drive continuous improvement. Collaborate with district departments and external agencies to address complex transportation needs, and lead the development and enforcement of policies, procedures, and operational standards including the Transportation Operations Manual.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

- Oversee accident, incident, and injury investigations, including on-scene response, root cause analysis, legal/regulatory reporting, and implementation of corrective actions to reduce district liability exposure and prevent recurrence.
- Lead the design, implementation, and continuous improvement of comprehensive transportation training programs, including CDL/ELDT certification, new driver onboarding, recurrent safety training, and specialized instruction, ensuring compliance while proactively reducing operational and legal risk.
- Oversee and enforce the district's transportation safety technology systems, including AI-based monitoring (e.g., Netradyne), video auditing, and performance analytics to identify risk behaviors, support corrective action, and reduce preventable incidents and liability. Provide leadership of district-wide transportation safety, compliance, and risk management programs, ensuring full alignment with FMCSA, DOT, NHTSA, CDE, ADA, OSHA, and district regulations while minimizing organizational liability and safeguarding daily operations impacting over 30,000 students and staff.
- Establish strategic oversight of special needs transportation safety, analyzing trends from video review systems, incident data, and driver feedback to implement system-wide improvements that protect vulnerable student populations and reduce high-liability exposure. Ensure compliance and audit readiness across all transportation safety functions, including documentation, federal/state reporting, drug and alcohol testing programs, ADA accessibility, student medical requirements, and ELDT standards to protect the district from regulatory and legal risk.



- Provide direct supervision and performance management of the IS Transportation Coordinator and training department staff, establishing priorities, monitoring workload, and developing staff capacity to ensure safe, compliant operations that mitigate service and liability risks.
- Lead recruitment, training, and certification pipelines for transportation personnel, ensuring a qualified and compliant workforce that reduces risk, improves safety performance, and supports long-term liability management. Provide high-level decision-making on operational risk factors, including bus stop placement, routing safety, student protection strategies, and emergency response coordination, directly influencing district liability exposure and community safety.
- Develop, implement, and maintain districtwide safety policies, procedures, and operational standards, including continuous improvement of the Transportation Operations Manual to ensure regulatory compliance and long-term liability mitigation.
- Coordinate cross-departmentally with Integrated Services, Risk Management, HR, legal counsel, and school leadership to resolve complex transportation challenges, including those involving IEPs, ITP's, and behavioral plans, ensuring compliance while minimizing legal and operational liability.
- Serve as the department's lead liaison with external agencies, including law enforcement, regulatory bodies, and municipal partners, to coordinate safety initiatives, ensure regulatory alignment, and mitigate district liability through proactive collaboration and compliance oversight.
- Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in related field or equivalent combination of education and experience
- More than five years of experience in safety related field
- Equivalent combination of experience and education accepted

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- Must meet District driver insurability requirements
- Commercial driver's license (CDL) with Passenger and School Bus endorsement
- CPR and First Aid certifications
- Third-party tester license preferred – acquire Third-Party Tester License within 1 year of hire date
- Must attend mandatory reasonable suspicion training according to federal regulations

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred



- Advanced knowledge of safety and DOT regulations
- Supervisory experience preferred; specifically, experience supervising/training a transportation workforce
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Strong leadership skills and interpersonal skills
- Strong organizational and group presentation skills
- Ability to provide direction, coaching and mentoring to employees while creating an environment that encourages and values input and feedback
- Ability to respond to unanticipated events to ensure excellence in customer service
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to be on call and/or respond to calls 24/7
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office Excel, PowerPoint, Access, Publisher, Outlook, Google Drive, Gatekeeper, Zum, Netradyme, Teams, and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director Transportation	
Direct reports:	Bus Operator Trainers	4
	Coordinator Transportation Integrated Services	1

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems
- Responsible for supervising the behavior and well-being of students while riding the bus



STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile			X	



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	