



**Job Title:** Administrator of Safety and Student Discipline

**Exemption Status/Test:** Exempt

**Reports to:** Director

**Date Revised:** January 2021

**Dept. /School:** Transportation

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**Primary Purpose:**

To ensure the safe and efficient transportation of students through monitoring the effectiveness of drivers and provide administrative support to the transportation department and campuses for improved student discipline.

**Qualifications:**

**Education/Certification:**

**Required:**

Master's degree from accredited university  
Valid Texas Administrator's Certification

**Experience:**

**Preferred:**

Five (5) years' experience working with student discipline  
Bilingual  
School bus administrative experience

**Special Knowledge/Skills:**

Excellent organization, communication, team, multi-tasking, and interpersonal skills  
Proficient skills in Microsoft Office applications, keyboarding, data entry, work processing and file maintenance  
Ability to work under pressure and prioritize effectively while maintaining composure and responding in an appropriate manner  
Ability to manage student behavior and supervise large groups of students  
Effective telephone and communication skills  
Ability to receive and give written and verbal instructions effectively  
Ability to read and understand documents including policies and procedures manuals

**Major Responsibilities and Duties**

1. Ensure compliance with district policies and procedures relating to student ridership and safety procedures.
2. Serve as a liaison in maintaining good rapport with students, parents, campuses, and community to maximize service and resolve conflicts.
3. Promote a positive, safe, caring environment for student while on a school bus.
4. Maintain student ridership safety documentation records.
5. Review student behavior reports and conduct conferences with parents, students, and drivers on disciplinary issues.

6. In conjunction with school administration, enforce student discipline and suspension of riding privileges for any student who violates rules and regulations.
7. View bus videos and provide feedback and assistance to facilitate improvement in student conduct on a school bus.
8. Conduct ongoing assessment of drivers' student management through use of bus video and personal observation.
9. Conduct investigations and gather information to properly administer the safety program.
10. Build, promote, and maintain a supportive and cooperative relationship with students, staff, campuses, parents, and community to maximize service and resolve conflict.
11. Monitor and report student misconduct.
12. Monitor the effectiveness of bus driver behavior regarding student discipline.
13. Notify driver, parents, and school administration of any rider privilege changes due to bus misconduct.
14. Assist with driver in-service.
15. Maintain confidentiality of information.
16. Be a positive role model for students; support mission of the school district.
17. Perform other duties as assigned.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment such as personal computers and peripherals; school bus operation; safety equipment; fire extinguisher; radio communication equipment

**Posture:** Ability to sit for prolonged periods of time; occasional bending/stooping, pushing, pulling, and twisting

**Motion:** Continual sitting and reaching; repetitive hand and arm motions

**Lifting:** Occasional lifting and carrying (less than 15 pounds)

**Environment:** Frequent prolonged and irregular hours; rotation early and late shift work; work outside and inside

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.