

## DRIVER EDUCATION ASSISTANT DIRECTOR

NATURE OF WORK

Work in this class involves the immediate supervision, in an assigned area of the state, the activities of personnel concerned with the training of school bus drivers and the promotion of highway safety programs.

Work assignments develop as a result of meetings with a technical superior who outlines specific safety programs needing emphasis or individuals who need specific training or develop as a result of observation of the activities carried on by subordinate personnel during periodic field inspection trips. Work requires the determination of most effective means of promoting highway safety through utilization of civic, service, or other groups who are interested in or may be enlisted to support a highway safety program. Work involves the immediate supervision of employees and requires considerable contact with local groups to secure their support of the department's highway safety program. The work of an employee in this class is evaluated by a Driver Improvement Administrator through specific discussions, through review of written reports and through occasional field visitations to determine their effectiveness in securing the assistance and cooperation of local groups and through analysis of reports and personal observation to determine the safe driving practices of school bus drivers.

ILLUSTRATIVE EXAMPLES OF WORK

Makes periodic and special field visits to observe the effectiveness of the school bus driver training program connected by subordinate safety personnel through discussions with school principals and actual observation of driving habits; reviews statistical records indicating nature and number of accidents involving school buses as a means of determining the necessity for concentration on or change in training programs.

Discusses with safety personnel problems of securing the interest and cooperation of teachers and students in developing driver training programs and makes specific suggestions which would improve the quality or acceptance of the driver training program.

Discusses with subordinate personnel methods employed to secure cooperation of local civic, service, fraternal, and other groups in promoting a highway safety program or in enlisting their support in the promotion of such a program; reviews with the employee his manner of presentation of the problem to local groups, literature available for such programs and manner of distribution of this literature, and the extent to which newspapers and radio stations are participating in carrying articles of safety activities or safety theme of the state.

Discusses specific highway safety programs with club or group leaders or individual citizens in the area in which a program is not developing in an attempt to determine the lack of interest or progress in the development of the state's program and to endeavor to secure the cooperation and active support of such individuals.

Makes specific addresses or talks before groups of individuals to develop an interest in safe driving practices, safe pedestrian practices, the organization of bicycle safety classes, school boy patrols, and other similar activities.

Participates specifically in statewide programs connected by organizations such as the American Legion or 4-H Club who are interested in making highway safety a specific part of their program activities; supplies these groups with literature or information and specific suggestions for developing such a program in their community and secures their suggestions for more effective means of promoting the highway safety programs.

Makes specific evaluations of the effectiveness of the work performed by individual safety agents, discusses these programs with the Driver Improvement Administrator and instructs subordinate personnel in more effective and useful methods of developing and maintaining interest in highway safety programs.

Prepares specific reports of activities undertaken, areas visited, groups participating in the program, and other groups whose support might be secured.

Performs related work as required.

#### KNOWLEDGES, SKILLS, AND ABILITIES

Considerable knowledge of methods and practices to be used in the development and promotion of highway safety programs.

Considerable knowledge of the media such as newspapers, posters, bulletins, which may be used to promote specific themes and the particular advantages of these informational media on specific occasions.

Ability to supervise and evaluate the activities of a moderately sized group of field representatives.

Ability to secure the support and cooperation of local public officials and civic groups in the promotion of highway safety and to maintain effective working relationships with local press and radio stations.

Ability to present information orally and in writing in a clear, concise manner.

#### ACCEPTABLE TRAINING AND EXPERIENCE

Two years of experience as a Driver Improvement Representative.

OR

Four years of experience as a teacher, recreation leader, or club director or in other work requiring the organizing or instructing of groups.

Completion of high school.

(Completion of a four-year college or university may be substituted for one year of the required experience.)

PREPARED BY  
NORTH CAROLINA STATE PERSONNEL DEPARTMENT

July 1951  
Revised: March 1954