

Transportation Operations Assistant

Position Details

Class Code: 6401

Job Family: Service/Transportation Workers

Classification: Support Professional

Terms of Employment: Pay Grade 52 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, leads and oversees the work of school bus drivers and transportation aides to provide daily and timely transportation services. Drives a school bus to transport students to and from school and on special trips. Reports to, receives guidance from, and assists the designated Transportation Operations Manager and/or Field Supervisor.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Communicates with and coordinates schedules of bus drivers and transportation aides in the field to transport students safely and economically.
2. Monitors the field activities of assigned bus drivers and transportation aides.
3. Submits payroll exceptions, route changes, time adjustments, and other transportation-related information for bus drivers and transportation aides.
4. Performs the duties of an extra-board driver and drives a school bus to transport students to and from school and on special trips.
5. Assists as liaison between the Transportation Department and schools, students, and parents.

6. Assists Transportation Operations Managers and/or Field Supervisors with contacts and responses to parents, schools, and the public.
 7. Submits observation reports regarding bus driver and transportation aide safety infractions and noncompliance with department procedures to the Transportation Operations Manager and/or Field Supervisor.
 8. Maintains student order on the bus and issues citations, as necessary.
 9. Submits daily transportation reports and other necessary reports, as required.
 10. Assists with clerical duties, as needed (i.e., answering phones, filing, record keeping, etc.).
 11. Checks mechanical condition, gas, oil, other fluids, and tires, and inspects safety equipment of assigned bus before leaving on route.
 12. Conducts emergency evacuation drills for students on buses.
 13. Checks bus passes periodically for eligibility and for after-school activities.
 14. Performs periodic bus inspections, as assigned.
 15. Provides input into the evaluations of assigned staff.
 16. Assists with annual in-service training for bus drivers and transportation aides.
 17. May administer Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), as necessary.
 18. Conforms to prescribed safety, as standards.
 19. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves transporting students on regularly-scheduled routes and on special trips and monitors the field activities of assigned bus drivers and transportation aides.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of transportation practices, procedures, and operations.
2. Knowledge of CPR/AED and Universal Precautions.
3. Ability to cover open runs/routes in the field, as needed.
4. Ability to learn basic and essential computer software applications.
5. Ability to work as part of a cohesive team with Transportation Operations Managers and/or Field Supervisors and administration.
6. Ability to work cooperatively with school/department personnel, parents, and students.
7. Ability to pass required medical examinations.

8. Ability to pass knowledge and skills tests and passenger transport tests for a Class B commercial driver's license with required endorsements.
 9. Ability to operate a variety of school buses.
 10. Ability to read, comprehend, and apply laws, rules, and regulations pertaining to driving school buses.
 11. Ability to read and interpret maps and Global Positioning Systems (GPS) data.
 12. Ability to effectively communicate safety rules/procedures and what constitutes acceptable/unacceptable behavior to students.
 13. Ability to complete records, as required.
 14. Ability to operate a two-way radio.
 15. Ability to work flexible hours and shifts at various locations.
 16. Ability to recognize and report hazards and apply safe work methods.
 17. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).
2. Two (2) years experience as a school bus driver.
3. Safe driving record.
4. Must be at least 21 years of age.

Licenses and Certifications

1. A valid Class B commercial driver's license with required endorsements to operate a school bus in the State of Nevada. This license must be maintained for the duration of the assignment. Employee is required to self-certify as interstate, non-excepted.
2. A valid copy of Department of Transportation Physical Examination Certification, indicating that the employee is physically qualified to operate a school bus in accordance with FMCSR 391. Must maintain a valid certified physical for the duration of the assignment.
3. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
4. Current Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certificate from the American Heart Association, American Red

Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.

Preferred Qualifications

1. Experience with complex office, pupil management, or public communications.
2. Supervisory experience.
3. Automated routing software experience.

Applicants/employees are subject to all aspects of mandatory drug and/or alcohol tests as required by law and/or Clark County School District regulations and procedures.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. Proof of age (21 years or older).
 3. A valid Class B Commercial Driver's License with required endorsements, to operate a school bus in the state of Nevada as indicated above.
 4. A valid copy of Department of Transportation Physical Examination Certification, indicating that the employee is physically qualified to operate a commercial vehicle in accordance with FMCSR 391 as indicated above.
 5. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles.
 6. Current Cardiopulmonary Resuscitation/Automatic External Defibrillator CPR/AED certificate, as identified above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 7. Specific documented evidence of training and experience to satisfy position requirements.
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Examples of Assigned Work Areas

Majority of tasks and duties are performed outdoors and in confined work areas. Work areas involve being in and around large vehicles/buses. Other daily tasks will be performed in District offices and/or school facilities. Frequent travel in/on parking lots, freeways, roadways, private streets, and private complexes, as needed.

Work Environment

Strength

Medium/Heavy - Exert force 50-100 lbs., occasionally; or 30-50 lbs., frequently; and up to 25 lbs., constantly. Grasping/Gripping. Must possess sufficient physical strength and power grasp to properly secure straps when securing special equipment and/or students. Grasp/Grip: must have sufficient grasp to maintain control of steering a commercial vehicle. (Federal Motor Carrier Safety Regulations 391 – a person shall not drive a commercial motor vehicle with an impairment of a hand or finger which interferes with prehension or power grasping.)

Physical Demand

Occasional climbing, balancing, lying on back/stomach, and crawling. Frequent sitting, standing, pushing, pulling, bending, twisting, kneeling, stooping, crouching, reaching, handling, and repetitive fine motor activities, talking, and hearing. Requires sitting for long periods of time. Walking – up to 500 feet at any one occurrence without rest. Climb steps and curbing constantly. Neck Motion – Continuous neck motion and flexion is performed throughout the work shift. Hearing/Vision – Constant looking and listening to identify hazards and/or emergency vehicles far enough in advance to react. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, depth perception, focal length change, color vision, and peripheral vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent exposure to fumes of vehicles and cleaning solvents. Frequent electrical shock hazards. Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Clark County School District-issued buses, electronic inspection devices, first aid kits, body fluid kits, fire extinguishers, emergency triangles, tire irons, car seats, safety vests, wheelchairs, wheelchair lifts, oxygen tanks, backpacks, securement straps, seatbelts, computers, printers, cell phones, telephones, two-way radios, copy machines, fax machines, other office equipment , etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 01/07/20
- Created: 01/12/12