

CLARK COUNTY SCHOOL DISTRICT

Human Resources Division

DIRECTOR I - TRANSPORTATION

Reference Code: A082

Division: Operations Support Unit

Classification: Professional-Technical

Terms of Employment: Range 42 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position is responsible to assist in the planning, organizing, and directing of the Clark County School District's Transportation Department. This position is responsible to coordinate communications and information between parents, department staff, and District personnel to assure smooth and efficient transportation activities; investigate and report on transportation incidents and accidents. This position is directly responsible to the Director III, Transportation Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential duties and responsibilities is not exhaustive and may be supplemented.

1. Assist the Director in planning, organizing, directing, and supervising all aspects of the District's transportation programs and schedules.
2. Recommend new or revised policies, regulations, and procedures concerning student transportation.
3. Recommend new or revised legislation concerning student transportation and vehicle safety.
4. Participate in the development and preparation of the annual preliminary budget for the Transportation Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
5. Plan, organize, and direct operations and activities of the Transportation Department to ensure regular and special education students are transported to and from school in a safe and timely manner; assist in directing the day-to-day activities of the department.
6. Coordinate the student transportation program with the instructional programs of the District.
7. Direct and conduct investigations of transportation accidents and incidents according to established guidelines and procedures; prepare detailed and concise accident and incident reports and submit to appropriate personnel.
8. Estimate vehicle needs, prepare cost estimates, and write vehicle specifications.
9. Coordinate a comprehensive program of maintenance and repair of all District vehicles to ensure safe and efficient vehicle operation.
10. Assist in the recruitment and selection of department personnel.
11. Maintain extensive contact with school administrators and the public on all matters relating to student transportation.
12. Coordinate communications and information between parents, department staff, and District personnel to ensure smooth and efficient transportation activities; respond to inquiries and provide information concerning bus routes and department operations, activities, policies, and procedures; respond to concerns of parents and school staff by investigating and resolving issues and complaints.
13. Plan, organize, and conduct in-services, classroom sessions and behind-the-wheel training programs for new and current bus drivers; oversee the development of the department procedures manual; evaluate the competency of applicants and current bus drivers.
14. Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; confer with administrators regarding student behavior issues and disciplinary actions.
15. Monitor bus routes and schedules for compliance with applicable standards and efficient use of staff and equipment; observe personnel and bus routes to assess staff methods and skills, road conditions and schedules; recommend changes in bus routes and departmental procedures, as appropriate.
16. Ensure drivers perform required daily inspections; assist in assuring transportation activities comply with applicable local ordinances and state laws, rules, and regulations, as required by the Nevada State Department of Education and the Nevada Highway Patrol.

17. Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to vehicle inspections, driver activities, financial transactions, discipline, personnel, and assigned duties.
18. Operate a variety of office equipment including a computer and assigned software; utilize a two-way radio; drive a vehicle to conduct work.
19. Attend and conduct a variety of meetings, as assigned.
20. Supervise and evaluate the performance of assigned staff.
21. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

Ability to communicate effectively both orally and in writing.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university in transportation, business, public administration or a related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:

Hold or be able to acquire a valid Nevada commercial driver's license.

Experience:

1. Satisfactory service in a corresponding or related supervisory position or five (5) years successful supervisory experience related to the administrative position.
2. Experience in a highly responsible position of a large organization that includes management of personnel, transportation, vehicles, budget preparation, policies, regulations, and procedures.

Preferred Qualifications:

1. Experience with computerized routing systems.
2. Successful school district supervisory experience in a related position.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.