

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: Transportation Investigator (**FLSA: EXEMPT**)

MINIMUM QUALIFICATIONS:

1. U.S. citizen or authorized alien
2. High school diploma or equivalent
3. Five (5) years experience in pupil transportation preferred
4. Valid Class B Louisiana CDL License with P and S endorsements
5. Excellent driving history

REPORTS TO: Director of Transportation

JOB SUMMARY: Under general direction, serves as a District investigator/liaison between District transportation personnel, parents, the public, general contractors, traffic engineers, public works, and law enforcement agencies to assess and evaluate safe driving practices, violations of traffic laws and enforcement of policies and regulations for school bus operators and transportation routing and scheduling issues. Involves investigation and communication to monitor and enforce safe driving practices of school bus operators and assist in routing and scheduling for student transportation.

ESSENTIAL JOB FUNCTIONS:

1. Serves as liaison between the District Transportation Department and public agencies, general contractors, and the public regarding student safe access to school and bus stops.
2. Interprets District policies, regulations, practices, and procedures to other District personnel, parents, students, and public as it pertains to busing eligibility, school boundaries and safe access; recommends changes, as necessary.
3. Collects data from developers/contractors regarding road construction and new subdivisions (i.e., maps, blueprints, complaints, on-site-interviews, etc.), to assist in bus transportation routing and scheduling and prepares records and reports.
4. Assists in preparing correspondence and other communications to parents regarding transportation complaints and concerns.
5. Performs physical mileage checks, as required.
6. Monitors and evaluates the driving practices of school bus operators to ensure the safety of students; analyzes accident/traffic violations to detect and recommend additional training, as needed.
7. Inspects credentials of school bus operators' licenses, registration cards, state certificates, etc., for conformity to registration card identity.
8. Inspects buses for proper functioning of lights, turn signals, and safety (tires, windows, first aid kits etc.).
9. Acts as designated incident specific supervisor with authority to monitor, investigate, and evaluate District safety sensitive employees for drug and/or alcohol use/misuse.
10. Monitors and investigates bus operators and other transportation personnel activities where misconduct may be suspected.
11. Assists in the evaluation, documentation, and recommendations for appropriate selections of bus stop sites.
12. Serves as a witness during disciplinary and/or traffic court hearings, as directed by administration.
13. Investigates accidents/incidents to obtain information (i.e., photographs, measurements, diagrams, accident reconstruction, etc.), for documentation to prepare reports for the District and other agencies.
14. Assists law enforcement officers in emergency situations as requested.
15. Monitors in-service training programs in safety and defensive driving for school bus operators.
16. Performs other tasks related to the position as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of public laws, and District policies, regulations, practices and procedures, as they relate to student transportation.
2. Knowledge of Louisiana Revised Statutes and Office of Civil Rights (OCR) as they relate to student transportation.
3. Knowledge of Commercial Driver's License (CDL) and Department of Transportation (DOT) rules and regulations as they relate to the planning of operator time and passenger/student transportation.
4. Ability to complete instructional courses for drug recognition, detention and evaluation, accident investigations, interviewing, and interrogation.
5. Ability to learn St. Tammany Parish street network and attributes as related to electronic mapping input.
6. Ability to work rapidly and accurately with names, numbers, codes and symbols.
7. Ability to conduct investigations and resolve complaints; document information and prepare accurate and concise written reports.
8. Ability to learn to use a Global Position System (GPS); interpret map scales and electronic maps.
9. Ability to learn how to operate radar equipment.
10. Ability to maintain security of confidential information.
11. Ability to exercise judgment to act independently and to refer situations to an administrator as appropriate.
12. Ability to work flexible hours or shifts.
13. Ability to work cooperatively with employees, students, parents, the public and other agencies.
14. Ability to recognize and report hazards and apply safe work methods.

PHYSICAL DEMANDS:

1. Must be in good health.
2. Must have physical strength adequate to maneuver a bus, assist passengers and conduct accident investigations.
3. Job requires long periods of sitting in the same position and/or standing.

MENTAL ABILITIES: Must be mentally alert at all times while on duty.

ENVIRONMENTAL CONCERNS: Must be able to perform job responsibilities in both good and inclement weather conditions.

TERMS OF EMPLOYMENT: 12 Months per year, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update, or change the job and any/all duties due to changes in the job content, organizational structure, or state or federal laws.

Approved by: _____ **Date:** _____

Reviewed and Agreed to by: _____ **Date:** _____

Incumbent

Incumbent's Name (Please Print)

Employee Identification Number

Original- Human Resources Department

Copy- Supervisor

Copy- Employee

(Rev. 03/08)