

# LYON COUNTY SCHOOL DISTRICT

## Transportation Facilitator

**Job Group:** Transportation

**Classification:** Classified

**Terms of Employment:** Pay Grade 27 on the Classified Staff Salary Schedule, 12 months/8 hours per day

**FLSA STATUS:** NON-EXEMPT

### **POSITION SUMMARY:**

Under the general direction of the Transportation Supervisor, Ensures compliance with state, federal, and district regulations while overseeing key transportation processes. This role supports budget management, inventory control, and transportation software updates. Additionally, the Facilitator collaborates with departments to ensure compliance with drug and alcohol testing requirements, interprets policies, manages vendor relations, and assists with annual bids and route audits. Reports to, receives guidance from, and assists the designated Transportation Supervisor.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Facilitates the Nevada DMV CDL 3rd Party Certification program for the district, ensuring compliance with all NV DMV CDL policies and procedures.
2. Conducts quarterly audits of district routes and student ridership to optimize efficiency and ensure effective resource allocation and presents audit report to the Transportation Supervisor.
3. Prepares transportation cost estimates for trips and special transportation requests.
4. Coordinates and processes extracurricular and athletic trip requests across all attendance areas and creates billings for all trips.
5. Maintains an accurate schedule of white fleet vehicles used to transport students.
6. Provides a detailed weekly report of scheduled activity trips to the Transportation Supervisor.
7. Prepares and manages purchase orders and warehouse requisitions to support the Transportation Department's operational needs.
8. Investigates and resolves vendor billing inquiries to ensure accurate financial transactions.
9. Maintains and monitors department supply inventory, placing orders as needed to prevent shortages.
10. Compiles and submits timely reports to support departmental operations and compliance requirements.
11. Develops and implements transportation contracts, ensuring alignment with district policies and regulations.
12. Manages FMCSA Drug and Alcohol Clearinghouse records, maintaining compliance with CDL data requirements.
13. Oversees and tracks CDL driver records, including DOT physicals and license renewals, while ensuring timely notifications of renewal dates.
14. Collaborates with Human Resources to maintain an up-to-date list of CDL holders for random drug and alcohol testing.
15. Monitors, updates, and maintains transportation software, including trip management, routing, and student tracking systems.
16. Assists the Transportation Supervisor with meetings, report writing, and research initiatives to enhance operational efficiency.
17. Interprets and applies district policies and state and federal laws related to pupil transportation and DOT regulations, collaborating with the Lead Trainer to develop training programs that reflect regulatory updates.
18. Supports the Transportation Supervisor in managing departmental budgets, travel requests, and reimbursements.
19. Works with the Transportation Secretary to verify and report annual fixed assets and inventory, submitting a comprehensive report each June.
20. Assists in preparing and managing annual fuel bids, participating in the bid opening process, and submitting final recommendations to the Executive Director of Operations for Board of Trustees' approval.

21. Assists in determining student eligibility for transportation service based on District policies, regulations, and procedures.
22. Responds to parent, public, and other outside agency complaints and concerns related to student transportation routes and scheduling; maintains log of complaints regarding bus routes. .
23. Assists lead trainer with presentations and annual in-service training.
24. Assists as liaison between the Transportation Department and schools, students, and parents.
25. Submits transportation reports as required.
26. Performs other tasks related to the position as assigned.

**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. Based on identified business purposes, night and weekend work schedules or on-call status may be required as well as filling in on route assignments.

**KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):**

1. Knowledge of transportation practices, procedures, and operations..
2. Ability to learn basic and essential computer software applications.
3. Ability to work as part of a cohesive team with Transportation Supervisors and administration.
4. Ability to work cooperatively with school/department personnel, parents, and students.
5. Ability to pass required medical examinations.
6. Ability to pass knowledge and skills tests and passenger transport tests for a Nevada Class B Commercial Driver's License with required endorsements.
7. Ability to operate a variety of school buses.
8. Ability to read, comprehend, and apply laws, rules, and regulations pertaining to driving school buses.
9. Ability to read and interpret maps and Global Positioning Systems (GPS) data.
10. Ability to complete records as required.
11. Ability to operate a two-way radio.
12. Ability to work flexible hours and shifts at various locations.
13. Ability to recognize and report hazards and apply safe work methods.
14. Possess physical and mental stamina commensurate with the responsibilities of the position.
15. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, teachers and community.
16. Regular and consistent punctuality and attendance are essential functions of the job.

**POSITION REQUIREMENTS: Education, Training, and Experience:**

1. High school graduation or other equivalent, (i.e., GED, college, technical, or trade school, foreign equivalency, etc.).
2. Five (5) years' experience as a school bus driver.
3. Three (3) years' experience as a certified bus driver trainer.
4. One (1) year demonstrated experience proficiently working with computer systems and software, (i.e., Microsoft Office to include Word, Excel, PowerPoint, Access, and/or Publisher; web-based applications; etc.).
5. Safe driving record. Must be maintained for the duration of the assignment.

**Licenses and Certificates:**

1. A valid Nevada 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.
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. Valid Driver Trainer Certification issued by the Nevada Department of Education. Certification must be maintained for the duration of the assignment. [Applicants who do not already possess a Driver Trainer Certification must submit the required certification prior to being placed in the application pool for this position.]
4. Copy of current driving history issued by the Department of Motor Vehicles at time of application and at time of interview prior to final selection.
5. Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (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.

**Preferred Qualifications:**

1. Experience with office management, pupil management, and/or public communications.
2. Automated routing software experience.

**DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:**

1. High school transcript or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. Copy of current driving history issued by the Department of Motor Vehicles.
3. If applicant does not possess a valid Nevada Commercial Driver's License (Class B with required endorsements), applicant must provide proof of successful completion of the written test for the Commercial Driver's License (Class B with required endorsements).
4. Proof of physical examination on the required Department of Transportation Medical Examination Report Form, signed and certified by a qualifying examiner.
5. Current Cardiopulmonary Resuscitation/Automatic External Defibrillator certificate, as identified above.
6. Specific documented evidence of training and experience to satisfy position requirements.

**EXAMPLES OF ASSIGNED WORK AREAS:**

Majority of tasks and duties are performed indoors. 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 to 50-150 lbs., occasionally; 25-50 lbs., frequently; and up to 25 lbs., constantly. Gripping/Grasping: Must possess sufficient physical strength and power grasp to properly secure straps when securing special equipment and/or students. 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.) Pushing/Pulling: up to 150-175 lbs., transitioning of student(s) in wheelchairs on/off the bus.

**Physical Demands:** Occasional balancing, lying on back/stomach, and crawling. Frequent standing, walking, climbing, pushing, pulling, bending, twisting, kneeling, stooping, crouching, reaching, handling, and repetitive fine motor activities. 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. Vision: Frequent near and far acuity, depth perception, focal length change, color vision, and peripheral vision. 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, over the telephone, or by two-way radio.

**Environmental Conditions:** Climate-controlled office setting and exposure to outdoor weather temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to very loud for occasional to frequent time periods.

**Hazards:** Furniture, playground/office equipment, communicable diseases, chemicals, (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

### **PHYSICAL CAPACITY REQUIRMENTS FOR POSITION**

(Mark with an X, leave blank where not applicable)

<b>ESSENTIAL FUNCTION</b>	<b>LESS THAN 25% OF TIME</b>	<b>25% TO 49% OF TIME</b>	<b>50% TO 74% OF TIME</b>	<b>75% TO 100% OF TIME</b>
Sitting			X	
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling	X			
Kneeling	X			
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs	X			
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects: 50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)	X			
Fine Manipulation				
Repetitive Work	X			
Weight Bearings				
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle		X		
Working Alone			X	
Operating Machinery or Equipment: Heavy Equipment	X			
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces	X			
Heat Stress	X			

Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste >8 Hrs Day				
Overtime/Irregular Hrs	X			
Senses:				

Eyes	X			
Visually Demanding Work	X			
Near Vision	X			
Far Vision	X			
Depth Perception	X			
Basic Color Discrimination	X			
Hearing Protection				
Speech Discrimination				
Audio Alarms	X			
Ability to Smell	X			

### Equal Opportunity Employer

The Lyon 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, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_