

LYON COUNTY SCHOOL DISTRICT

Transportation Supervisor

Job Group: Operations – Transportation

Classification: Supervisor

Terms of Employment: Defined in Supervisor Employment Agreement

FLSA STATUS: EXEMPT

POSITION SUMMARY:

Enables each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by District schools. Under the direction of the Executive Director of Operations, this position is responsible for administering, evaluating, planning, organizing, directing, managing, inspecting, training and supervising the functions and services of the Transportation Department; maintaining, procuring and repairing the fleet of school buses and other motor vehicles; managing the operations; administering over transportation sites within the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Maintains all District Transportation vehicles, facilities, tools and equipment in compliance with Federal and state standards as well as District policies for safety.
2. Supervises the operation of preventative and mechanical maintenance programs (on- and off-site) for the District's automotive equipment.
3. Supervises and evaluates District Transportation personnel including Lead Mechanic, Area Transportation Lead, Transportation Facilitators, Bus Driver Trainers, and Transportation Admin Secretary. Mechanics, Alternate Driver Trainers, Bus Drivers, Transportation Para Pro's and Crossing Guards, with the assistance of the Area Transportation Leads, and Lead Mechanic.
4. Works with the Human Resources Department on all employment issues, such as performance evaluation, progressive discipline, and negotiated agreements.
5. Develops, recommends and implements Board policies and Transportation Department policies and procedures;
6. Assists in the preparation of the Transportation Department budget and recommends, coordinates and directs the purchase of supplies and parts for the District. Approves and signs all purchase orders for the Transportation Department.
7. Works closely with the State of Nevada Department of Education, Nevada Highway Patrol, and the Nevada Department of Motors Vehicles Commercial License and Public Safety; collaborates with internal and external personnel (e.g. other administrators, public agencies, parents, transportation regulation agencies, vendors, etc.) for the purpose of implementing and/or maintaining services and programs;
8. Maintains Treker student and bus tracking software (including student id's) and notifies the Executive Director of Operations of any downage within 24 hours.
9. Maintains district wide fleet age and mileage workbook and shares it quarterly with the Executive Director of Operations.
10. Assists in the development and preparation of motor vehicle and school bus standards.
11. Assists in the administration of a comprehensive program of inspection of school buses, small vehicles and Bus Maintenance Vehicle Shops. Coordinates with Nevada Highway Patrol to schedule required state inspections.
12. Supervises a shop safety program and coordinates the design and application of safety devices in the Bus Maintenance Vehicle Shop and on vehicles.
13. Oversees the transportation parts and supply shop, including maintaining an electronic inventory of parts and supplies on hand in compliance with District regulations.
14. Assists in the recruitment and selection of Transportation Department personnel and oversees management of

all transportation personnel district-wide.

15. Uses computer software to keep track of personnel activities, work performed, vehicle use history, fuel usage, and writes reports as required by local, state, and federal regulatory agencies;
16. Schedules and facilitates yearly School Bus Driver exam and yearly mandatory District Transportation In-Service meetings.
17. Develops and coordinates the training and/or retraining of Transportation personnel. Coordinates and directs changes to District Transportation Manual as needed.
18. Coordinates all required Department of Transportation drug and alcohol testing with the Human Resources department.
19. Makes studies of traffic problems and recommends forms and procedures to improve services.
20. Coordinates all phases for vehicle operations and yearly vehicle assignments by attendance area throughout the District.
21. Assists in surveying bus routes and stops, and recommends changes when necessary utilizing software system.
22. Assists in surveying cause of crashes that involved LCSD school buses.
23. Gather, assess, and relay information to make inclement weather decisions.
24. Approve and reconcile time off, and overtime in software systems weekly.
25. Maintains accurate records and makes written reports to the Executive Director of Operations.
26. Performs all other related duties as assigned by Executive Director of Operations or their designee.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Federal and state regulations regarding school transportation, including vehicle specifications.
2. Supervisory, administrative and organizational techniques.
3. Preventative maintenance techniques.
4. Moderate to advanced computer/technological skills, including spreadsheets, databases, accounting software, and purchasing software. Use good judgment in applying established guidelines to solve work problems.
5. Work independently and without close supervision but as directed by the Executive Director of Operations.
6. Direct others in the safe operation and maintenance of the District's Transportation program.
7. Handle multiple assignments, with shifting priorities, to meet established deadlines.
8. Communicate effectively with all people contacted in the work environment, including staff and the general public.
9. Understand and carry out moderately complex written and oral instructions.

POSITION REQUIREMENTS:

Education, Training, and Experience:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in business or public administration, personnel or fleet management;

AND

Two (2) years in the supervision of transport systems, particularly student and/or public transport;

OR

Four (4) years of equivalent administrative and supervisory experience in an area that would provide the required skills and abilities to manage a large transportation department. Experience and knowledge in the area of transportation in K-12 education is desirable.

Licenses and Certificates:

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. A Nevada Class B Commercial Driver's License with required endorsements that allow applicant/employee to operate a school bus or Class B commercial vehicle, and a State of Nevada Third-party Certification. The selected applicant must obtain the required State of Nevada Third-party certification within five (5) months of hire date. License must be maintained 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.
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.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

WORK ENVIRONMENT:

Strength: 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 weather with 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 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:

District-issued/personal vehicles, various motor vehicles, buses, computers, hand trucks, computers, multimedia equipment, flip charts, overhead projectors, LCD panels, electronic white boards, TV/VCR/DVD, video conferencing equipment, microphones, wireless connectivity, telephones, fax machines, laser pointers, etc.

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

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

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
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)	X			
Balancing	X			
Lifting &/Or Carrying objects:	X			

50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)	X			
Fine Manipulation	X			
Repetitive Work			X	
Weight Bearings	X			
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	X			
Power Tools	X			
Machine/Electrical Hazards	X			
Ladders ≥ 6 Feet	X			
Personal Protective Equipment	X			
Respirator Use	X			
Work Conditions:	X			
High Noises	X			
Heights	X			
Confined Spaces	X			
Heat Stress		X		
Cold Stress		X		
UV Exposure	X			
Hazardous Chemical/Waste	X			
>8 Hrs Day				X
Overtime/Irregular Hrs	X		X	
Senses:		X		
Eyes				X
Visually Demanding Work		X		
Near Vision		X		
Far Vision		X		
Depth Perception		X		
Basic Color Discrimination	X			
Hearing Protection	X			
Speech Discrimination	X			
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 Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____