

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 Director of Business Services, or designee, leads and oversees the day to day operational work of area transportation coordinators to provide daily and timely transportation services. Reports to, receives guidance from, and assists the designated Transportation Operations Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Develops and updates routes for multiple transportation facilities for area bus runs and routes (i.e., special education, alternative, extended school year, and regular programs, etc.); maintains daily-computerized records, bus schedules, and time spent on each run.
2. Coordinates bus routes with Lyon County School District staff to efficiently accommodate student and program placement.
3. Determines student eligibility for transportation service based on District policies, regulations, and procedures.
4. Collects and communicates necessary route data and information related to special needs of designated students to drivers and transportation coordinators.
5. Conducts field surveys, driver/route audits, and mileage checks to compute time, efficiency of routes, and ensure economical allocation of resources; optimizes stop, run, and route information in the transportation system; reviews driver requests for time change; analyses bus runs and routes, edits and/or splits routes, and initiates action to increase or decrease driver time; prepares and submits time changes as appropriate.
6. Develops run/route billings and maintains mileage logs for specialty programs, (i.e., Title 1 Option, Alternative Education, Education for Homeless Children and Youths, Boys and Girls Program, etc.)
7. Assists in the projection of bus transportation services; prepares cost estimates for transportation services.
8. Assess changes in zoning and student distribution to recommend route changes, buses and/or bus drivers to accommodate accordingly; analyses and evaluates transportation safety issues (i.e., construction areas, unsafe bus stops, Office of Civil Rights (OCR) mandates, special education requirements, etc.), as it relates to bus route changes.
9. 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 and runs.
10. Conducts presentations and in-service training (new drivers and school staff regarding runs, routes, and transportation of special needs students).
11. Prepares publications of bus route maps for parents and students; prepares publications of bus runs/routes, and student lists for field supervisors, drivers, and schools.
12. Monitors the field activities of assigned transportation coordinators and bus drivers.
13. Submits payroll exceptions, route changes, time adjustments, and other transportation-related information for transportation coordinators and bus drivers.
14. Performs the duties of an extra-board driver and drives a school bus to transport students to and from school and on special trips.
15. Assists as liaison between the Transportation Department and schools, students, and parents.
16. Assists Transportation Operations Supervisors with contacts and responses to parents, schools, and the public.
17. Submits observation reports regarding bus driver and transportation aide safety infractions and noncompliance with department procedures to the Transportation Operations Supervisor.

18. Maintains student order on the bus and issues citations as necessary.
19. Submits daily transportation reports and other necessary reports as required.
20. Assists with clerical duties as needed (i.e., answering phones, filing, record keeping, etc.).
21. Performs periodic bus inspections as assigned.
22. Provides input into the evaluations of assigned staff.
23. Assists with annual in-service training for bus drivers and transportation aides.
24. Conforms to prescribed safety standards.
25. 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 cover open runs/routes in the field as needed.
3. Ability to learn basic and essential computer software applications.
4. Ability to work as part of a cohesive team with Transportation Operations Supervisors and administration.
5. Ability to work cooperatively with school/department personnel, parents, and students.
6. Ability to pass required medical examinations.
7. Ability to pass knowledge and skills tests and passenger transport tests for a Nevada Class B Commercial Driver's License with required endorsements.
8. Ability to operate a variety of school buses.
9. Ability to read, comprehend, and apply laws, rules, and regulations pertaining to driving school buses.
10. Ability to read and interpret maps and Global Positioning Systems (GPS) data.
11. Ability to effectively communicate safety rules/procedures and what constitutes acceptable/unacceptable behavior to students.
12. Ability to complete records as required.
13. Ability to operate a two-way radio.
14. Ability to work flexible hours and shifts at various locations.
15. Ability to recognize and report hazards and apply safe work methods.
16. Possess physical and mental stamina commensurate with the responsibilities of the position.
17. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, teachers and community.
18. Regular and consistent punctuality and attendance are essential functions of the job.
- 19.

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. Three (3) years supervisory experience.
3. 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 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 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)

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				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight				
Pushing	X			
Pulling	X			
Grasping/ Gripping				
Handling				
Applying Torque (arms)	X			
Fine Manipulation				
Repetitive Work				
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				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
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: _____