

LYON COUNTY SCHOOL DISTRICT

Transportation Area Lead

Job Group: Transportation

Classification: Classified

Terms of Employment: Pay Grade 28 on the Classified Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Responsible for planning, organizing, supervising and conducting the transportation program in their assigned attendance area. Oversees and conducts in-service training and assists in evaluations of area drivers, bus parapro, and their routes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Supervises on a day to day basis, all transportation employees assigned to their transportation area.
2. Coordinates yearly bus driving assignments and area routes in the transportation area for the school year and make necessary changes and additions as needed. Duties include detailing route maps, assigning drivers, keeping current route schedules to meet area needs and scheduling and assigning field and/or activity trips.
3. Maintains area route maps and route schedules to be available on the District website.
4. Maintains area bus routes, data and student information in the student and school bus tracking software (Treker).
5. Checks daily attendance of regular route drivers, bus parapro, and assigns substitute drivers to cover daily routes in the absence of the employee.
6. Conducts routine checks of school bus surveillance systems, and maintains records of operational status in Video System Inspection Workbook.
7. Assists Transportation Supervisor in maintaining area fleet mileage workbook.
8. Fills in as a route driver on an "as needed" basis.
9. Maintains accurate transportation records and submits necessary written reports to the District Transportation Supervisor and/or Executive Director of Operations.
10. Supervises and facilitates the routine care, cleanliness, fueling, and handling of school vehicles assigned to their attendance area.
11. Assists in supervision, recruitment, training and selection of area bus drivers.
12. Assists in training of area transportation staff members including in-service meetings for drivers. Oversees refresher training for those employees with job performance deficiencies.
13. Oversees and assists in the evaluations of probationary and post probationary area drivers and bus parapro, according to the schedule set for yearly evaluations of drivers, and bus parapro including the yearly Classified Employees Evaluation.
14. Recommends to the Transportation Supervisor, forms and procedures to improve safety and service to be implemented District wide.
15. Responsible for the inventory of office supplies, driver radios, fuel cards, office keys and gate keys for their assigned area.
16. Is on call on a twenty-four hour basis, seven days a week during their scheduled work year. This includes time spent at home calling substitute drivers to cover routes.
17. Assists in accident investigations and works with the driver involved for completion of paperwork and forwards necessary paperwork to the District Office.
18. Assists in evaluating weather and road conditions, their effect on safe bus operations and makes recommendations concerning delay school start time, or closing of schools due to weather.

19. Work with the Human Resources Department and Transportation Supervisor in facilitating DOT drug/alcohol testing for safety sensitive employees.
20. Addresses employee problems in compliance with the negotiated agreement "Chain of Command" procedures (Level 1) and attempts to contact all individuals involved and develop or make recommendations concerning proper solutions to the problem.
21. Each attendance area Transportation Lead is responsible for reconciling timekeeping systems, collecting, certifying and forwarding all time sheets to the District Office after the cutoff date each month (last day of the month). Time sheets are to be submitted and reconciled to the District Office three (3) working days after the cutoff date.
22. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Based on identified business purposes, night and weekends 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 department methods, supplies, and equipment.
2. Knowledge of basic computer software applications such as Microsoft Word, Excel, and Access.
3. Ability to research and obtain training materials.
4. Ability to plan, organize, and deliver training to individuals and small and large groups.
5. Ability to interpret written and oral instructions.
6. Ability to supervise and evaluate employees.
7. Ability to plan and organize work and set priorities.
8. Ability to communicate effectively both orally and in writing.
9. Ability to exercise judgment as to when to act independently and when to refer situations to an administrator.
10. Ability to work cooperatively with employees, students, vendors, and the public.
11. Knowledge of and experience in adult learning theory and instructional design.
12. Ability to create and deliver presentations using software such as Microsoft PowerPoint and Publisher.
13. Ability to present using a virtual format.
14. Ability to create lesson plans.
15. Ability to design, develop, implement, and supervise training procedures, programs, methods, and techniques.
16. Ability to write reports relating to training evaluations.
17. Ability to work flexible hours or shifts.
18. Ability to recognize and report hazards and apply safe work methods.
19. Possess physical and mental stamina commensurate with the responsibilities of the position.
20. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, teachers and community.
21. 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. 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.).
4. Safe driving record. Must be maintained for the duration of the assignment.

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. 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. [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.

Preferred Qualifications:

1. Two (2) years supervisory experience.
2. Experience in conducting formal training programs.
3. Completion of professional training courses and/or seminars related to the position.
4. American Red Cross CPR-AED/First Aid certified instructor.
5. Handle With Care (HWC) certified instructor.

EXAMPLES OF ASSIGNED WORK AREAS:

Travel to and from Lyon County School District facilities and schools (classrooms, restrooms, gymnasiums, locker rooms, offices, playgrounds, athletic fields), computer labs, trade shops, maintenance yards, buses, motor vehicles, work sites, conference rooms, parking lots, garage areas, etc.

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:		X		
Heavy Equipment	N/A			
Vibrating Equipment	X			
Power Tools	N/A			
Machine/Electrical Hazards	N/A			
Ladders ≥ 6 Feet	N/A			
Personal Protective Equipment	X			
Respirator Use	N/A			
Work Conditions:				
High Noises	X			
Heights	N/A			
Confined Spaces	X			
Heat Stress		X		
Cold Stress		X		
UV Exposure		X		
Hazardous Chemical/Waste	N/A			
>8 Hrs Day		X		
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	N/A			
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: _____