

Director II, Transportation – Compliance and Safety

Position Details

Job Code: U7101

Reference Code: A083

Division/Unit: Operational Services

Classification: Professional-Technical

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible to assist in the planning, organizing, and directing of the Clark County School District's Transportation Department. This position is responsible for managing, coordinating, and addressing various aspects of employee relations as it pertains to department compliance and safety and decisions regarding employee work status and discipline. This position is directly responsible to the Director IV/Executive Director, Transportation Department, Operational Services Unit (OSU).

Essential Duties and Responsibilities

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

1. Handles complex and sensitive employee concerns and investigations, including interpersonal conflict in the workplace, terminations, employee complaints, ethics reports, and allegations of harassment, discrimination, and retaliation.
2. Maintains positive lines of communication with Employee-Management Relations (EMR) and Office of the General Counsel personnel, as appropriate to address non-routine employee situations.

3. Works with Department managers, supervisors, and employees to resolve disputes and employee compliance concerns.
4. Manages staff discipline process, including preparation of disciplinary documents and preparing for and participating in discipline review and appeal processes. Conducts and/or leads administrative fact-finding investigations.
5. Provides coaching and guidance to employees and managers regarding ways of resolving workplace issues. Investigates issues pertaining to employer/employee relations and potential misconduct.
6. Conducts investigations on internal complaints regarding risk issues.
7. Interprets and enforces policies and practices while guiding front line managers and supervisors to support compliance initiatives.
8. Models and promotes behavior consistent with District standards by demonstrating integrity, fairness, respect, and value for diversity in all actions and initiatives.
9. Assists the Director in planning, organizing, directing, and supervising all aspects of the District's transportation programs and schedules.
10. Recommends new or revised policies, regulations, and procedures concerning student transportation.
11. Recommends new or revised legislation concerning student transportation and vehicle safety.
12. Participates in the development and preparation of the annual preliminary budget for the Transportation Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
13. Plans, organizes, and directs operations and activities of the Transportation Department to ensure general and special education students are transported to and from school in a safe and timely manner; assists in directing the day-to-day activities of the department.
14. Directs and conducts investigations of transportation accidents and incidents according to established guidelines and procedures; prepares detailed and concise accident and incident reports and submit to appropriate personnel.
15. Oversees, evaluates, and schedules department investigators to ensure adequate response times and knowledge in the event of an emergency.
16. Assists in the recruitment and selection of department personnel.
17. Maintains extensive contact with school administrators and the public on all matters relating to student transportation.
18. Coordinates communications and information between parents/guardians, department staff, and District personnel to ensure smooth and efficient transportation activities; responds to inquiries and provides information

- concerning bus routes and department operations, activities, policies, and procedures; responds to concerns of parents/guardians and school staff by investigating and resolving issues and complaints.
19. Cooperates with the Human Resources Division (HRD) to assure consistency in decisions and communications to staff concerning District regulations and procedures regarding leave of absences (LOA's) maintenance of employee personnel files, and accrual/use of sick and other leaves including, frequent communication regarding Family and Medical Leave Act (FMLA) usage.
 20. Reviews and makes recommendations regarding proposed disciplinary actions. Assists and participates in the hearing, grievances, and appeals processes. Monitors and prepares reports regarding employee actions.
 21. Responds and assists in the preparation of responses to the District's Equal Employment Opportunity (EEO) designee. Responds and investigates concerns from the Americans with Disabilities Act (ADA) and EEO Officers.
 22. Plans, organizes, and conducts in-services, classroom sessions and programs for new and current bus drivers; oversees the development of the department procedures manual; evaluates the competency of applicants and current bus drivers.
 23. Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; confers with administrators regarding student behavior issues and disciplinary actions.
 24. Monitors bus routes and schedules for compliance with applicable standards and efficient use of staff and equipment; observes personnel and bus routes to assess staff methods and skills, road conditions and schedules; recommends changes in bus routes and departmental procedures, as appropriate.
 25. Assists in assuring transportation activities comply with applicable local ordinances and state laws, rules, and regulations, as required by the Nevada State Department of Education (DOE) and the Nevada Highway Patrol (NHP).
 26. Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to vehicle inspections, driver activities, financial transactions, discipline, personnel, and assigned duties.
 27. Operates a variety of office equipment including a computer and assigned software; utilizes a two (2)-way radio; drives a vehicle to conduct work.
 28. Attends and conducts a variety of meetings, as assigned.
 29. Supervises and evaluates the performance of assigned staff.
 30. Performs other duties related to the position, as assigned.
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Position Expectations

1. Proficient knowledge of Commercial Driver requirements, Federal Regulations that govern motor carriers, and Department of Transportation (DOT) medical examination requirements.
Knowledge of negotiated agreement between Education Support Employees Association (ESEA), Clark County Association of School Administrators and Professional-Technical Employees (CCASAPE) and CCSD.
2. Extensive knowledge and understanding of Federal Motor Vehicle Safety Regulations, State of Nevada Revised Statutes (NRS), and District policies and regulations
3. Clear understanding of accident investigation and employee misconduct.
Ability to operate a School Bus and have proficient knowledge of the physical and emotional demand of the position.
4. Ability to develop and edit Access database to develop a tracking method by employee of bus accidents, aggressive driving, attendance, and other performance related information.
5. Ability to present in person to coworkers, public, media etc., with confidence.
6. Ability to effectively interpret, apply, and articulate bargaining agreement provisions and District policies and regulations as they relate to personnel matters.
7. Ability to review, examine, and discuss documents and exhibits that may be offensive and disturbing.
8. Ability to read and interpret negotiated agreement, CCSD policies and regulations as they apply to Transportation Department employees and discipline.
Ability to interact effectively and diplomatically and to work in cooperation with CCSD staff at all levels as well as outside entities.
Ability to work effectively under constant deadlines and time constraints.
9. Ability to consistently perform and react professionally and effectively under pressure in a fast-paced environment with constant interruptions and often-conflicting demands.
Ability to delegate tasks appropriately and oversee the successful completion of the delegated assignments.
10. Ability to navigate through basic computer programs; Google, Compass, Windows, Microsoft Office, Access, Zonar Global Positioning Systems (GPS), and Systems, Application, and Products in Data Processing (SAP).
11. Ability to communicate effectively both orally and in writing to large and small groups.

12. Ability to exercise judgment in establishing and maintaining good working relationships.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in transportation, business, public administration or a related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

Hold or be able to acquire a valid commercial driver's license that allows the employee to legally operate a motor vehicle in Nevada. If not in possession at time of application, license must be obtained within six (6) months of hire into the position.

Experience

1. Satisfactory service in a corresponding or related position or five (5) years of successful supervisory experience related to the administrative position.
2. Five (5) years' experience in a highly responsible position of a large organization that includes management of personnel, budget preparation, policies, regulations, and procedures.

Preferred Qualifications

1. Experience with computerized routing systems.
2. Successful school district supervisory experience in a related position.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/14/22
- Created: 12/15/14