

# Transportation Investigator

## Position Details

Class Code: 6150

Job Family: Service/Transportation Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 56 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, serves as a Clark County School District investigator/liaison between District transportation personnel, parents/guardians, the public, general contractors, traffic engineers, public works, and law enforcement agencies; assesses and evaluates safe driving practices, traffic law violations, school bus driver policy enforcement, and transportation routing/scheduling issues.

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## Essential Duties and Responsibilities

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

1. Serves as liaison between CCSD Transportation Department, public agencies, general contractors, and the public regarding student safe walking paths to school or bus stops.
2. Serves as liaison between CCSD Transportation Department, law enforcement, public agencies, and the public regarding traffic incidents involving school buses/transportation personnel.
3. Conducts field investigations of accidents/incidents to obtain and document information (i.e., photographs, measurements, diagrams, accident re-construction, etc.); prepares reports for the District and other agencies.
4. Prepares documentation for legal, safety, and compliance violation investigations.

5. Assists in conducting emergency evacuations at school sites when CCSD transportation is required.
6. Performs monthly audits of all in-bus video equipment; troubleshoots/repairs equipment, as necessary.
7. Complies with surveillance confidentiality regulations, including video footage, investigations, and proprietary evidence.
8. Extracts and reviews video footage for safety and compliance violations; ensures security of the chain-of-custody for law enforcement agencies.
9. Logs timeline and video evidence as requested by administration, law enforcement.
10. Converts video footage for storage and distribution, as needed.
11. Interprets CCSD policies, practices, and procedures to District personnel, parents/guardians, students, and the public as it pertains to busing eligibility, school boundaries, and safe walking paths; recommends changes, as necessary.
12. Collects data from developers/contractors regarding road construction, new subdivisions, and other information (i.e., maps, blueprints, complaints, on-site interviews, etc.) to assist in routing/scheduling bus transportation and preparing records/reports.
13. Assists in preparing communications to parents/guardians regarding transportation complaints and concerns.
14. Performs physical mileage checks, as required.
15. Monitors and evaluates school bus drivers' routines to ensure student safety; analyzes accident/traffic violations and recommends additional training, as needed.
16. Inspects school bus drivers' credentials, including driver's licenses, state certificates, etc., for conformity with registration card information.
17. Inspects buses for proper functioning of lights, turn signals, and safety equipment (i.e., tires, windows, First Aid kits, two-way radios, etc.); spot-checks other District vehicles for compliance with safety standards.
18. Acts as designated incident-specific supervisor, with authority to monitor, investigate, and evaluate District safety-sensitive employees for drug and alcohol use/misuse.
19. Monitors and investigates transportation personnel activities where misconduct may be suspect; may extract and view bus surveillance footage to ensure safety/compliance.
20. Assists in evaluating, documenting, and recommending bus stop sites.
21. Serves as a witness during disciplinary and/or traffic court hearings, as directed by administration.

22. Responds to student fights on school buses and at bus stops; investigates and provides school/transportation administrators with incident reports and documentation.
  23. Communicates with District divisions and local, state, and federal agencies regarding compliance/safety issues, accident rates, and misuse/abuse of District school buses, vehicles, and equipment.
  24. Coordinates bus loading/unloading zones at schools and other destinations.
  25. Assists law enforcement officers in emergency situations.
  26. Conducts in-service trainings on safety and defensive driving for school bus drivers.
  27. May perform First Aid and/or Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), when necessary.
  28. Conforms to safety standards, as prescribed.
  29. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Investigates, monitors, and enforces safe driving practices of school bus drivers; assists in student transportation routing/scheduling.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of laws and District policies, practices, and procedures regarding student transportation.
2. Knowledge of Nevada Revised Statutes (NRS) and Office of Civil Rights (OCR) regulations regarding student transportation.
3. Knowledge of Commercial Driver License (CDL) and Department of Transportation (DOT) rules/regulations concerning transportation planning.
4. Knowledge of First Aid, CPR/AED, and Universal Precautions.
5. Ability to complete instructional courses on drug recognition, detention, and evaluation, accident investigation, and interview/interrogation.
6. Ability to learn Clark County street network/attributes relative to electronic mapping input.
7. Ability to work rapidly/accurately with names, numbers, codes, and symbols.
8. Ability to conduct investigations, resolve complaints, document information, and prepare accurate, concise written reports.

9. Ability to learn to use/apply a Global Positioning System (GPS); interprets map scales, and electronic maps.
  10. Ability to learn/use software including Microsoft Excel and Word, Zonar, Compass, and video viewing/conferencing applications.
  11. Ability to learn/use the 10 codes and 400 codes.
  12. Ability to learn how to operate radar equipment.
  13. Ability to maintain security of confidential information.
  14. Ability to conduct in-service trainings.
  15. Ability to judge when to act independently and when to refer situations to an administrator.
  16. Ability to work flexible hours/shifts.
  17. Ability to work in confined areas.
  18. Ability to work cooperatively with employees, students, parents/guardians, the public, and other agencies.
  19. Ability to recognize/report hazards and apply safe work methods.
  20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. At least four (4) years' experience in student transportation, including four (4) years driving a school bus.
3. Must be at least 21 years of age.

### **Licenses and Certifications**

1. A valid Class B CDL with required endorsements to operate a school bus in Nevada. If CDL is not in possession at time of application, a valid Class C driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada must be in possession, and the Class B CDL with passenger endorsement must be obtained within five (5) months of hire date. License must be maintained for duration of assignment. Employee is required to self-certify as interstate, non-excepted.
2. A valid DOT physical examination certification, indicating that the applicant is physically qualified to operate a commercial vehicle according to Federal Motor

Carrier Safety Regulation (FMCSR) 391. Physical must be maintained for duration of assignment.

3. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
4. Current First Aid and CPR/AED certificates from the American Heart Association, American Red Cross, or a similar organization. Certifications must be maintained for duration of assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the First Aid and CPR/AED certificates must be uploaded into the application.

**NOTE:** Applicants/employees are subject to all aspects of drug/alcohol testing required by law and District regulations/procedures.

### **Preferred Qualifications**

None specified.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  2. Proof of age (21 years or older.)
  3. Copy of a valid DOT physical examination certification, as indicated above.
  4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  5. Current First Aid certificate as indicated above. A copy of the front and back of the First Aid certificate must be uploaded into the application.
  6. Current CPR/AED certificate as identified above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
  7. One of the following:
    - Copy of a valid Class B CDL with required endorsements (indicated above) to operate a school bus in Nevada.
    - Copy of a valid Class C driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  8. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

Extensive travel to/from CCSD schools, facilities, and other agencies.

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## Work Environment

### Strength

Medium/heavy – exert force of 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity, depth perception, focal length change, color vision, and peripheral vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices. Possess physical stamina sufficient to continuously stand or walk for at least two (2) miles without stopping.

### Environmental Conditions

Varies from climate-controlled office settings to work outdoors 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.)

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## Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, computers, handheld and two-way radios, radar/video equipment, 35 MM cameras, tape recorders, binoculars, etc.

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## **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, 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: 08/18/23
- Created: 08/26/99