

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Transportation Supervisor/Driver Trainer

FLSA Status: EXEMPT

Classification: Classified

Terms of Employment: 225 days a year, 8 hours per day, schedule to be determined

JOB GOAL: Under general supervision, supervises the daily activities of bus drivers and bus aides. Participates in the development of, and implements the training for substitute and regular bus drivers and bus aides. Perform other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Provide classroom, in the field, and behind the wheel instruction/training for prospective bus drivers and aides that conform to the current federal, state and NCSD rules and regulations.
2. Provide certification for new substitute bus drivers per the State of Nevada Department of Motor Vehicles Third Party Certifiers Program.
3. Monitor/supervise the daily activities of bus drivers and aides to insure their compliance with the current federal, state and NCSD rules and regulations.
4. Perform employee evaluations of bus drivers and aides in accordance with the provisions of the Board/Superintendent's policy on evaluation of employees.
5. Review bus drivers and aides' Transportation Referrals/Incident Reports for completeness and appropriateness prior to submittal to the school.
6. Make contact with parents when necessary.
7. Maintain log of activity and proper completion of paper work.
8. Maintain and update computer database to compile, store and retrieve information concerning areas of responsibility.
9. Operate a variety of office and classroom equipment.
10. Respond to employee/public inquiries/concerns.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of current and appropriate instructional/training methods/techniques for training bus drivers and bus aides.
2. Knowledge of current standards for bus drivers and bus aides.
3. Knowledge of classroom standard practices and procedures.
4. Knowledge of basic records keeping
5. Ability to learn school district operations in relation to assigned areas.
6. Ability to maintain confidentiality of information.
7. Ability to read maps and printouts.
8. Ability to interpret and explain written and oral instructions, practices and procedures.
9. Ability to interpret and apply general district policies and regulations.
10. Ability to communicate clearly and concisely, both orally and in writing.
11. Ability to talk via two-way radio and on telephone in a clear and understandable manner.
12. Ability to work under pressure and meet predetermined deadlines.
13. Ability to multi-task in a classroom/office/shop/yard environment.
14. Ability to plan and organize work assignments and determine priorities.
15. Ability to write clearly, legibly and quickly.
16. Ability to retain and recall details.
17. Ability work flexible hours or shifts.
18. Ability to travel outside Pahrump in the performance of the assigned duties.
19. Ability to work cooperatively with employees, students, parents and the public.
20. Ability to apply safe work methods.
21. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.

22. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
23. Recognizes and reports hazards, and conforms to safety standards as prescribed.
24. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
25. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent
2. Current commercial drivers license with a passenger and school bus endorsement issued by the State of Nevada
3. Possess a current medical examiners certificate
4. Possess a State of Nevada Department of Education Bus Driver Certification
5. Five years school bus driving experience
6. One year experience as a State of Nevada DMV Third Party Certifier
7. One year experience as a bus driver instructor
8. Licenses and certificates must be maintained for the duration of assignment

Licenses and Certifications:

1. Valid CDL class A or B with a Passenger and School Bus Endorsement

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Ability to travel throughout the District as needed
3. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/minimal; medium-Exertion of force to 50 lbs., Occasionally, 10-25 lbs., frequently, up to 10 lbs., Constantly or a negligible amount of force to lift, carries, pull or push or move objects.

Physical Demands: Frequent reaching, stooping, kneeling, bending, handling, fingering, talking and hearing. Mobility to work in a typical shop, garage, yard setting and use standard office and two-way radio equipment. Hearing and speech to communicate in person, over the telephone and via a two-way radio.

Vision: Frequent near acuity to read printed materials, instructions, VDT screens and/or other monitoring devices.

Environmental Conditions: Climate controlled shop/garage setting with temperatures ranging from mild to moderate cold/heat. Uncontrolled outside yard setting with temperatures ranging from mild to extreme cold/heat. Exposure to noise level ranging from moderate to loud, and from occasional to frequent periods.

Hazards: Frequent exposure to fumes of vehicles, exhausts, solvents, cleaners, gasoline, battery acid, sealers, etc. Furniture, office/mechanic shop equipment, moving vehicles, heavy equipment, chemicals (as related to specific assignment), and power/hand held tools and machinery (as related to specific assignment).

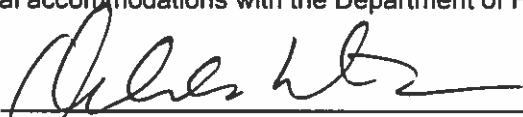
Working Conditions: Desk, computers and supplies as needed. Various computers, printers, televisions, VRCs, telephones, calculators, copy machines, fax machines, filing cabinet, two way radios and other office equipment as necessary to carry out the functions of the position description.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by:  _____
Superintendent

6/15/17
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____