

# Director II, Transportation

## Position Details

Job Code: U7101

Reference Code: A082

Division/Unit: Operational Services

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

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## Position Summary

This position serves as a strategic partner and liaison to various community and Clark County School District (CCSD) stakeholders, ensuring the provision and compliance of local, state, and federal mandates of a motor carrier for students with and without disabilities. The function of the position is to provide leadership, supervision, and oversight of the training and onboarding of school bus drivers, compliance of all local, state, and federal mandates for students with disabilities and students in foster care, and the daily operations of the transportation department. This position serves as a site administrator at a transportation facility and at other locations, as needed, responding daily to customer service concerns and inquiries. This position is directly responsible to the Assistant Superintendent, Transportation, Transportation Department, Operational Services Unit (OSU).

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## Essential Duties and Responsibilities

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

1. Identifies human capital needs and coordinates the onboarding process for new bus drivers while ensuring the compliance with Human Resources related state and federal laws, in addition to CCSD policies and procedures.

2. Coordinates training for other departments related to transportation and white fleet (commercial driver's license [CDL] training for Food Services, Maintenance, Facilities Services Unit, etc.) and post-accident training for employees using white fleet.
3. Ensures transportation safety needs and compliance of local, state, and federal mandates for students with disabilities by providing oversight and technical support to staff regarding the provision of services to ensure access to equitable services.
4. Works closely with the Student Services Division (SSD) personnel, the Office of Compliance and Monitoring, and school staff regarding compliance issues and provides necessary support to remedy any non-compliance; attends due process hearings, Individualized Education Program (IEPs), and other critical meetings.
5. Implements and supervises the bidding process for 1500+ bus drivers in accordance with the Collective Bargaining Agreement (CBA) between CCSD and the Education Support Employees Association (ESEA).
6. Ensures transportation needs and compliance of local, state, and federal mandates for students in foster care.
7. Collaborates with the Human Resources Unit (HRU), Support Professional Paydata Services Department to track, report, and process separations and dismissals.
8. Ensures that managers and supervisors are verifying and approving site payroll in accordance with department procedures and CCSD payroll closing due dates; reviews and approves payroll for 1500+ support professional employees.
9. Collects and utilizes data analysis for reporting driver vacancy rates to HRU and the Office of the Chief Operating Officer.
10. Works with the Nevada Department of Motor Vehicles (DMV) key personnel to ensure compliance with third-party certification and CDL training regulations.
11. Works with the Nevada Department of Education (NDE) to ensure compliance with all state and federally mandated bus driver training requirements, including training registry, training certifications, bus driver-state test, etc.
12. Communicates with the Communications office regarding media and public information requests, job fairs, etc.
13. Assists the Assistant Superintendent in planning, organizing, directing, and supervising all aspects of the CCSD's transportation programs and schedules.
14. Recommends new or revised policies, regulations, and procedures concerning student transportation.
15. Recommends new or revised legislation concerning student transportation and vehicle safety.

16. 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.
17. 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.
18. Coordinates the student transportation program with the instructional programs of the CCSD.
19. Directs and conducts investigations of transportation accidents and incidents according to established guidelines and procedures; prepares detailed and concise accident and incident reports and submits to appropriate personnel.
20. Estimates vehicle needs, prepares cost estimates, and writes vehicle specifications.
21. Coordinates a comprehensive program of maintenance and repair of all CCSD vehicles to ensure safe and efficient vehicle operation.
22. Assists in the recruitment and selection of department personnel.
23. Maintains extensive contact with school administrators and the public on all matters relating to student transportation.
24. Coordinates communications and information between parents/guardians, department staff, and CCSD 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.
25. Plans, organizes, and conducts in-services, classroom sessions, and behind-the-wheel training programs for new and current bus drivers; oversees the development of the department procedures manual; evaluates the competency of applicants and current bus drivers.
26. Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolves issues and conflicts, and exchanges information; confers with administrators regarding student behavior issues and disciplinary actions.
27. 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.

28. Ensures drivers perform required daily inspections; 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).
  29. 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.
  30. Operates a variety of office equipment including a computer and assigned software; utilizes a two-way radio; drives a vehicle to conduct work.
  31. Attends and conducts a variety of meetings, as assigned.
  32. Supervises and evaluates the performance of assigned staff.
  33. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of principles, methods, and best practices of providing effective and safe pupil transportation services.
2. Knowledge of Federal Motor Carrier Safety Regulations (FMCSR); knowledge of State of Nevada School Bus Standards; Nevada Revised Statutes (NRS).
3. Knowledge of Transportation Department Policy and Procedures Employee Handbook.
4. Knowledge of Nevada DMV-CDL requirements; Nevada DMV Third Party Certification mandates; and the Department of Education Driver Instructor certification requirements.
5. Knowledge of Individuals with Disabilities Education Act (IDEA); Every Student Succeeds Act (ESSA) - relative to students in foster care receiving transportation services; McKinney-Vento – relative to students who are deemed homeless receiving transportation services.
6. Knowledge of employee staffing guidelines and procedures; applicable CCSD policies, regulations, and procedures; applicable federal, state, and local employee labor laws and employment requirements; the CBA between CCSD and ESEA.
7. General knowledge of routing and Global Positioning System (GPS) software.
8. Knowledge of electronic payroll system, Human Capital Management (HCM) system, online employment application system.
9. Ability to exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employees, patrons, and partners of CCSD.
10. Excellent organizational, administrative, and project management skills.

11. Ability to obtain a CDL to operate a school bus in the State of Nevada.
  12. Ability to assess and diagnose critical areas of attention, develop strategies, and implement action.
  13. Ability to operate a school bus and have proficient knowledge of the physical and emotional demands of the position.
  14. Ability to teach, train, coach, and develop training curriculum for personnel professional learning.
  15. Evaluate, research, and oversee the implementation of professional learning.
  16. Ability to manage stressful and time-sensitive events and/or situations to include follow-up and post-review.
  17. Possess proficient verbal and written communication skills; organize and manage multiple projects and agendas.
  18. Develop alternative and creative solutions to meet student transportation objectives.
  19. Ability to work cooperatively with parents/guardians, staff, and administrators to ensure appropriate service delivery for students.
  20. Ability to read and interpret laws, mandates, and regulations.
  21. Ability to consistently perform and react professionally and effectively under pressure in a fast-paced environment, meeting deadlines, working with time constraints, and often having conflicting demands.
  22. Ability to recognize and report hazards and apply safe work methods.
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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**

A valid Nevada CDL that allows the applicant/employee to legally operate a motor vehicle in Nevada. If CDL is not in possession at time of application, it must be obtained within the first six (6) months of hire into the position.

### **Experience**

1. Satisfactory service in a corresponding or related supervisory position and seven (7) years successful supervisory experience in a highly responsible position of a

large organization/department which includes management of personnel, budget preparations, hiring/onboarding of personnel, development of policies/procedures, and extensive customer service.

2. Three (3) years' experience in compliance with commercial driver safety practices and/or special education regulations and mandates.
3. Successful performance in the position held at the time of application.

### **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.**

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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: 11/07/24
- Created: 10/01/08