

Field Supervisor

Position Details

Class Code: 6180

Job Family: Service/Transportation Workers

Classification: Support Professional

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

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, supervises and evaluates assigned bus drivers and student transportation-related functions.

Essential Duties and Responsibilities

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

1. Monitors and evaluates school bus drivers' driving practices to ensure student safety, and compliance with traffic laws and department procedures/processes.
2. Supervises and evaluates activities of bus drivers.
3. Provides input for the evaluation and training of assigned staff.
4. Observes work of transportation personnel; prepares and submits evaluations regarding performance improvements.
5. Reviews accident/incident reports and problems associated with assigned routes/students; makes recommendations.
6. Represents Transportation at Individualized Education Plan (IEP) meetings.
7. Develops and presents workshop trainings to drivers and aides to ensure student safety and compliance with policies.
8. Conducts behind-the-wheel observations; provides input into the evaluations of bus drivers and transportation aides (i.e., ride-alongs, audits, post-accident, public complaints, etc.)

9. Serves as liaison between the Transportation Department and schools, students, and parents/guardians when student transportation/discipline problems require formal intervention.
 10. Addresses student transportation concerns from parents/guardians, schools, and the public.
 11. Assists drivers and/or aides in maintaining student order on the bus; issues citations, as necessary.
 12. May administer Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), as necessary.
 13. Conforms to safety standards, as prescribed.
 14. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Supervises transportation personnel on daily routes and special trips; adjusts student bus routes and schedules, as required.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of bus operations, accident investigation, and student transportation process review.
2. Knowledge of CPR/AED and Universal Precautions.
3. Ability to obtain a valid Class B commercial driver license (CDL) with required endorsements, as appropriate.
4. Ability to effectively create and deliver workshop presentations.
5. Ability to supervise/evaluate employees and complete records/reports, as required.
6. Ability to learn basic computer applications.
7. Ability to read and interpret maps.
8. Ability to read/comprehend laws, rules, and regulations regarding transporting students via school bus.
9. Ability to work cooperatively with school personnel, parents/guardians, and students when addressing student disciplinary citations.
10. Ability to utilize supervisory skills/experience to motivate drivers and enact improvements, when required.
11. Ability to work cooperatively with employees, students, parents, and the public.
12. Ability to recognize/report hazards and apply safe work methods.

13. 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 Educational Development (GED), foreign equivalency, etc.)
2. Three (3) years' experience involving student transportation operations.
3. Safe driving record.
4. 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. Employee is required to self-certify as interstate, non-excepted. CDL must be maintained for duration of assignment, unless excepted by the Director of Transportation Services.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Valid Department of Transportation (DOT) Physical Examination Certification, indicating that the applicant is physically qualified to operate a commercial vehicle per Federal Motor Carrier Safety Regulation (FMCSR) 391. Physical must be maintained for duration of assignment.
4. Current CPR/AED and First Aid certificates from the American Heart Association, American Red Cross, or a similar organization. Certification 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 CPR/AED and First Aid certificates must be uploaded into the application.

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

Preferred Qualifications

Supervisory and training experience (i.e., students, adults, or a combination of both.)

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 Class B CDL with required endorsements to operate a school bus in Nevada, if applicable.
 4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 5. Copy of a valid DOT Physical Examination Certification, indicating that the applicant is physically qualified to operate a commercial vehicle per FMCSR 391, as indicated above.
 6. 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.
 7. Current CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 8. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Majority of duties are performed outdoors and in confined work areas. Involves being in and around large vehicles/buses. Frequent travel in parking lots, freeways, roadways, private streets, and private complexes, as needed.

Work Environment

Strength

Medium/heavy – exert force of 25-100 lbs., occasionally; 10-20 lbs., constantly.

Grasping/Gripping: Must possess sufficient physical strength and power grasp to properly secure straps of special equipment. Must have sufficient grasp to maintain steering control of a commercial vehicle. (FMCSR 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.)

Physical Demand

Occasional climbing, balancing, lying on back/stomach, and crawling. Frequent sitting, standing, pushing, pulling, bending, twisting, kneeling, stooping, crouching, reaching, handling, repetitive fine motor activities, talking, and hearing. 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. 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, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity, depth perception, focal length change, and color/peripheral vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

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 loud for occasional to frequent time periods.

Hazards

Frequent exposure to fumes of vehicles and cleaning solvents. Frequent electrical shock 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 buses/vehicles, electronic inspection device, First Aid kit, body fluid kit, fire extinguisher, emergency triangles, tire iron, car seats, safety vests, wheelchairs, wheelchair lift, oxygen tanks, backpacks, securement straps, seatbelt, two-way radios, etc.

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: 08/29/23
- Created: 01/07/94