

# Transportation Operations Manager

## Position Details

Class Code: 6400

Job Family: Service/Transportation Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, manages, coordinates, and supervises transportation operations and staff activities for the Clark County School District's Transportation Department.

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## Essential Duties and Responsibilities

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

1. Analyzes office efficiency and route coverage; recommends improvements.
2. Coordinates office schedules; reviews/verifies field supervisor reports and payroll submissions.
3. Supervises, evaluates, and reviews work of field supervisors and office staff, as assigned.
4. Recommends/implements approved changes and training for efficient transportation operations and quality customer service.
5. Investigates/resolves public and staff concerns.
6. Utilizes computer software programs to track and monitor daily operations.  
Proficient in Microsoft Office Suite (i.e., Excel, Word, PowerPoint, Access, etc.)

7. Coordinates/schedules professional development for field supervisors and office staff.
  8. Reviews and oversees route bids at assigned location(s) to ensure compliance with defined timelines.
  9. Responsible for scheduling and processing daily operations reports.
  10. Supervises the office environment and promotes a professional atmosphere.
  11. Oversees and finalizes approvals of pre-arranged absence requests from staff (including school bus drivers.)
  12. Oversees and conducts investigatory interviews; issues required documentation.
  13. Monitors/tracks proper utilization of bus fleet and personnel.
  14. Serves as a liaison between administration, facilitators, school staff, and assigned transportation site personnel.
  15. Ensures enforcement of department procedures and District policies/regulations.
  16. Provides input for the evaluation of assigned staff.
  17. Responsible for developing an on-site emergency plan.
  18. Participates in training/in-services for transportation aides and school bus drivers.
  19. Attends and/or coordinates meetings, as required.
  20. Assists in interviewing and selecting new subordinate employees.
  21. Compiles, composes, and types reports/correspondence.
  22. Provides efficiency-improvement recommendations to department administration.
  23. Collaborates with other managers to ensure operational consistency within the department.
  24. Develops/presents PowerPoint presentations inside and outside of the District/department.
  25. Conforms to safety standards, as prescribed.
  26. Performs other duties related to the position, as assigned.
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## **Distinguishing Characteristics**

Manages and supervises transportation operations staff at multiple sites, and on varied shifts, for a large student transportation operation.

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

1. Extensive knowledge of department policies/procedures, District regulations, and negotiated contracts as they pertain to District employees and transportation operations.

2. Extensive knowledge of computerized routing systems, online payroll, database functions, and other related programs/software.
  3. Knowledge of laws/regulations pertaining to students with disabilities, exceptional student transportation, Title I Choice – No Child Left Behind (NCLB), and Homeless (Project HOPE (Health Opportunities for People Everywhere)/McKinney-Vento Law), etc.
  4. Knowledge of federal/state motor vehicle safety regulations pertaining to school buses and drivers.
  5. Ability to effectively communicate verbally and in writing.
  6. Ability to coordinate and delegate operational assignments/ duties to ensure adequate staffing.
  7. Ability to interpret written manuals, handbooks, laws, and regulations pertaining to student transportation.
  8. Ability to write legibly and prepare/maintain accurate records.
  9. Ability to work independently and collaboratively as a team.
  10. Ability to work under pressure and meet deadlines in a demanding, open office environment.
  11. Ability to develop/apply operating and work procedures.
  12. Ability to supervise and evaluate employees.
  13. Ability to work flexible hours or shifts.
  14. Ability to work in confined areas and/or outdoors.
  15. Ability to work cooperatively with administrators, employees, other District departments, and outside agencies.
  16. Ability to work cooperatively with employees, other agencies, and the public.
  17. Ability to recognize/report hazards and apply safe work methods.
  18. Ability to prioritize daily responsibilities, duties, and tasks.
  19. Ability to recognize deficiencies and resolve conflicts within scope of authority.
  20. Ability to efficiently use communication skills to promote/provide quality customer service to the public.
  21. Ability to maintain the security and confidentiality of student/employee information and records.
  22. 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. Four (4) years' supervisory experience, including transportation personnel and the daily functions associated with student transportation to and from school and/or other related activities.
3. Safe driving record.

## Licenses and Certifications

1. Valid Class B commercial driver's license (CDL) with required endorsements to operate a school bus in Nevada. If valid Class B 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 the duration of the assignment. Employee is required to self-certify as interstate, non-excepted.
2. Valid Nevada Department of Transportation (NDOT) Physical Examination, indicating that the employee is physically qualified to operate a commercial vehicle in accordance with 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.

## Preferred Qualifications

1. Knowledge of student transportation.
2. Experience supervising large groups of employees.
3. Three (3) years of personnel information tracking, route-tiering systems, Excel, Word, and computerized routing experience.
4. Accounting knowledge and experience.

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

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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. Copy of a valid Class B CDL with required endorsements to operate a school bus in Nevada as indicated above, if applicable.
  3. Copy of a valid Class C driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada, if applicable.
  4. Copy of a valid NDOT Physical Examination, indicating that the employee is physically qualified to operate a commercial vehicle in accordance with FMCSR 391, as indicated above.
  5. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  6. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

CCSD Transportation Facilities – travel between facilities and schools in District vehicles and/or buses, parking lots, public/private roadways, etc.

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## Work Environment

### Strength

Medium/heavy - exert force of 25-100 lbs., occasionally; or 10-20 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 and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### Environmental Conditions

Varies from a climate-controlled office setting 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. Frequent exposure to vehicle fumes.

## **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 vehicles/buses, computers, laptops, printers, copy machines, calculators, fax machines, telephones, recording systems, two-way radios, surveillance equipment, routing/scheduling software, electronic handheld devices, Global Positioning System (GPS) equipment, reference books/materials, cellular phones, cameras, 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: 07/18/23
- Created: 08/20/10