Transportation Investigator

Position Details

Class Code: 6150
Job Family: Service/Transportation Workers
Classification: Support Staff
Terms of Employment: Pay Grade 52 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, serves as a Clark County School District investigator/liaison between District transportation personnel, parents, the public, general contractors, traffic engineers, public works, and law enforcement agencies to assess and evaluate safe driving practices, violations of traffic laws, and enforcement of policies and regulations for school bus drivers and transportation routing and scheduling issues.

Essential Duties and Responsibilities

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

1. Serves as liaison between District Transportation Department, public agencies, general contractors, and the public regarding student safe walk paths to school or bus stops.
2. Interprets District policies, regulations, practices, and procedures to other District personnel, parents, students, and public as it pertains to busing eligibility, school boundaries, and safe walk paths; recommends changes, as necessary.
3. Collects data from developers/contractors regarding road construction and new subdivisions and other information (i.e., maps, blueprints, complaints, on-site-interviews, etc.) to assist in bus transportation routing and scheduling and to prepare records and reports.
4. Assists in preparing correspondence and other communications to parents regarding transportation complaints and concerns.
5. Performs physical mileage checks, as required.
6. Monitors and evaluates the driving practices of school bus drivers to ensure the safety of students; analyzes accident/traffic violations to detect and recommend additional training, as needed.
7. Inspects credentials of school bus drivers such as driver’s licenses, registration cards, state certificates, etc., for conformity to registration card identity.
8. Inspects buses for proper functioning of lights, turn signals, and safety (tires, windows, first-aid kits, two-way radio equipment, etc.); spot checks other District vehicles for compliance with safety standards.
9. Acts as designated incident specific supervisor with authority to monitor, investigate, and evaluate District safety sensitive employees for drug and/or alcohol use/misuse.
10. Monitors and investigates bus drivers and other transportation personnel activities where misconduct may be suspect; may include the extraction and viewing of bus video footage to ensure safety and compliance.
11. Assists in the evaluation, documentation, and recommendations for appropriate selections of bus stop sites.
12. Serves as a witness during disciplinary and/or traffic court hearings as directed by administration.
13. Investigates accidents/incidents to obtain information (i.e., photographs, measurements, diagrams, accident re-construction, etc.) for documentation and to prepare reports for the District and other agencies.
14. Responds to student fights on school bus and at bus stops; investigates and provides school and transportation administrators with documentation/incident reports.
15. Confers and communicates with District divisions and other local, state, and federal agencies regarding compliance and safety issues, accident rates and abuse/misuse of District school buses, vehicles, and equipment.
16. Coordinates bus loading/unloading zones at school sites and other destinations.
17. Assists law enforcement officers in emergency situations.
18. Conducts in-service training programs in safety and defensive driving for school bus drivers.
19. May perform first aid and/or Current Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), when necessary.
20. Conforms to safety standards, as prescribed.
21. Performs other tasks related to the position, as assigned.
Distinguishing Characteristics

Involves investigation and communication to monitor and enforce safe driving practices of school bus drivers and assist in routing and scheduling for student transportation.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of public laws and District policies, regulations, practices, and procedures as they relate to student transportation.
2. Knowledge of Nevada Revised Statutes (NRS) and Office of Civil Rights (OCR) as they relate to student transportation.
3. Knowledge of Commercial Driver’s License (CDL) and Department of Transportation (DOT) rules and regulations as they relate to the planning of driver time and passenger/student transportation.
5. Ability to complete instructional courses for drug recognition, detention and evaluation, accident investigations, and interviewing and interrogation.
6. Ability to learn Clark County street network and attributes as it relates to electronic mapping input.
7. Ability to work rapidly and accurately with names, numbers, codes, and symbols.
8. Ability to conduct investigations and resolve complaints; document information and prepare accurate and concise written reports.
9. Ability to learn to use and apply a Global Positioning System (GPS); interpret map scales, and electronic maps.
10. Ability to learn and use various software applications: Microsoft Excel and Word, Zonar, Compass, video viewing and conferencing.
11. Ability to learn and use the 10 codes and 400 codes and how to operate radar equipment.
12. Ability to maintain security of confidential information.
13. Ability to conduct in-service training.
14. Ability to exercise judgment when to act independently and when to refer situations to an administrator.
15. Ability to work flexible hours or shifts.
16. Ability to work in confined areas.
17. Ability to work cooperatively with employees, students, parents, the public, and other agencies.
18. Ability to recognize and report hazards and apply safe work methods.
19. 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. Five (5) years experience in student transportation which includes four (4) years driving a school bus.
3. Must be at least 21 years of age.

**Licenses and Certifications**

1. A valid Class B Commercial Driver's License with required endorsements to operate a school bus in the state of Nevada (if valid Class B Commercial Driver's License is not in possession at time of application, a valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada must be in possession, and the Class B Commercial License 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. A valid copy of Department of Transportation Physical Examination Certification, 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 issued by the Department of Motor Vehicles (dated within six (6) months) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
4. Current First Aid certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in person and include a hands-on component. Online courses will not be accepted.
5. Current Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in person and include a hands-on regulations and procedures.
Preferred Qualifications

None Specified.

Applicants/employees are subject to all aspects of mandatory drug and/or alcohol tests as required by law and/or Clark County School District regulations and procedures.

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. A valid Class B Commercial Driver’s License with required endorsements to operate a school bus in the state of Nevada as indicated above, if applicable.
4. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
5. A valid copy of Department of Transportation Physical Examination Certification, indicating that the employee is physically qualified to operate a commercial vehicle in accordance with FMCSR 391 as indicated above.
6. Copy of current driving history issued by the Department of Motor Vehicles (dated within six (6) months).
7. Current First Aid certificate as indicated above.
8. Current Cardiopulmonary Resuscitation/Automated External Defibrillator certificate as identified above.
9. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

Extensive travel to and from Clark County School District schools, facilities, and other agencies.

Work Environment

Strength

Medium/heavy - Exert force to 20-50 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 and 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. Ability to possess physical stamina sufficient to permit continuous standing or walking for a minimum of two (2) miles without stopping.

Environmental Conditions
Climate-controlled office setting and exposure to outdoor weather 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).

Examples of Equipment/Supplies Used to Perform Tasks
District-issued/personal vehicles, computers, hand-held and two-way radios, radar equipment, video equipment, 35 MM cameras, tape recorders, binoculars, etc.

AA/EOE Statement
This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information
- Revised: 10/11/18
- Created: 08/26/99