

## TRANSPORTATION INSPECTOR

### DEFINITION

Investigates complaints from the public and District employees pertaining to the operations, personnel activities, and services of the Transportation Services Division.

### TYPICAL DUTIES

- Conducts confidential investigations of complaints pertaining to Transportation Services Division personnel or services to determine adherence to pertinent laws, rules, regulations, and District and Division policies and procedures.
- Writes detailed reports of assigned investigations.
- Reviews daily bus reports to ensure operational efficiency and proper utilization of vehicles and personnel.
- Investigates and writes reports of accidents involving District vehicles, obtains related police reports, and assists in securing witnesses for the District.
- Confers with District administrators, contractors, representatives of public agencies, and the public regarding transportation activities, problems, and complaints.
- Collects information by interviewing witnesses, researching data, and securing facts for matters such as suspected child abuse, alleged Transportation Services Division employee misconduct, or employees suspected of being under the influence of drugs or alcohol.
- Advises on appropriate action pertaining to investigations or changes in Transportation Services Division policies and procedures.
- Liaises among the Transportation Services Division, Office of the Inspector General, Staff Relations, other District departments, and law enforcement agencies regarding investigative matters as needed.
- Represents the District in proceedings relating to District vehicles or personnel cited for traffic violations and coordinates the repair of cited vehicles with the Fleet Maintenance Section and the California Highway Patrol.
- Recommends the establishment of new school bus stops for safety reasons.
- Participates in parent conferences.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Transportation Inspector conducts investigations and writes reports pertaining to complaints relating to the District's transportation services or personnel and investigates and prepares reports regarding District or contract vehicle accidents and violations.

The Transportation Services Manager manages and participates in the investigation of accidents, possible violations of laws and rules, and complaints regarding the District's transportation services and personnel and participates in scheduling, conducting and assessing bus driver training programs and student training activities, and provides technical direction on training methods, procedures, and formats to employees conducting Transportation Services Division training programs.

### SUPERVISION

General supervision is received from the Transportation Services Manager. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Investigative procedures and techniques
- District rules and regulations governing transportation operations and personnel
- California Motor Vehicle Code and Highway Patrol regulations, City and County of Los Angeles traffic ordinances, and pertinent federal and State Department of Education rules and regulations relating to student and employee transportation
- Area covered by the Los Angeles Unified School District
- Safety rules and practices related to bus transportation operations
- Utilization of spreadsheet, database, word processing, and email computer software programs

### Ability to:

- Conduct confidential investigations
- Write clear, concise reports and maintain accurate records
- Use analytical judgment in determining causes of problems and appropriate administrative actions
- Maintain good relations with representatives of other public agencies, the public, and District personnel
- Follow written and oral directives
- Communicate effectively orally and in writing
- Plan and organize work
- Work under pressure and deadlines
- Analyze data and make conclusions based on patterns and trends

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency supplemented by 12 semester units or equivalent quarter units of college-level courses related to business writing, investigative techniques, data analysis, or other related subjects.

### Experience:

Three years of experience directly related to the field of bus or truck transportation. Two years of experience directly related to the transportation of students within LAUSD is preferable. Any type of investigation experience is preferable.

### Special:

A valid California Driver License.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
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JPK