

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

BUS DRIVER

Class Code: 6100

Job Family: Service/Transportation Worker

Classification: Support Staff

Terms of Employment: Pay Grade 47 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general supervision, drives school bus to transport students to and from school and on special trips.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Drives school bus to transport pupils to and from school and on special trips.
2. Maintains student order on bus and issues citations as necessary.
3. Submits daily transportation reports and other necessary reports as required.
4. Checks mechanical condition, gas, oil, other fluids and tires and inspects safety equipment of assigned bus before leaving on route.
5. Conducts emergency evacuation drills for students on buses.
6. Checks bus passes periodically for eligibility and for after school activities.
7. Conforms to safety standards prescribed.
8. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves transporting students on regularly scheduled routes and on special trips.

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Ability to pass required medical examinations.
2. Ability to pass knowledge and skills tests and passenger transport test for a Nevada Class B Commercial Driver's License with passenger endorsement.
3. Ability to operate a variety of school buses.
4. Ability to read, comprehend, and apply laws, rules and regulations pertaining to driving school buses.
5. Ability to read and interpret maps.
6. Ability to effectively communicate safety rules/procedures and what consists of acceptable/unacceptable behavior to students.
7. Ability to complete records as required.
8. Ability to operate a two-way radio.
9. Ability to work cooperatively with employees, students, and the public.
10. Ability to recognize and report hazards and apply safe work methods.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. Safe driving history.
3. Must be at least 21 years of age.

07/01/88

Revised: (10/13/93; 01/08/98; 07/15/05; 06/12/07; 12/22/08)

Licenses and Certificates:

1. A valid driver's license (equal to a Class B Commercial Driver's License with passenger endorsement) that allows the employee/employee to legally operate a motor vehicle in Nevada. Must be maintained for the duration of the assignment.
2. Copy of driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (Q.S.P) placement and at time of interview prior to final selection.

Preferred Qualifications:

1. Possess physical and mental stamina commensurate with the responsibilities of the position.
2. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school transcript or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. Current copy of driving history issued by the Department of Motor Vehicle.
3. Proof of successful completion of the written test for the Commercial Driver's License (Class B) with a passenger endorsement.
4. Proof of physical examination.
5. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Extensive travel driving various school buses in traffic to and from schools and the Transportation Department.

WORK ENVIRONMENT:

Strength: Medium/Heavy - Exert force to 50-100 lbs. occasionally, 25-50 lbs. frequently, up to 10 lbs. constantly. Requires sitting for long periods of time.

Physical Demands: Occasional climbing, balancing, stooping, kneeling, crouching and crawling. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near and far acuity, depth perception, focal length change, color vision and peripheral vision.

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 and occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (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:

Clark County School District issued buses, hand held and/or two-way radios, etc.

EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.

07/01/88

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