

Transportation Instructor

Position Details

Class Code: 6132

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, trains entry-level and current bus drivers/aides, supervises entry-level drivers, performs department orientation for all new employees, and observes/advises bus drivers, bus aides, and other transportation staff on safe practices.

Essential Duties and Responsibilities

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

1. Licensed, certified, registered, and authorized to train entry-level school bus and heavy truck drivers in accordance with the Nevada Department of Transportation (NDOT), Nevada Department of Motor Vehicles (DMV), and the Federal Motor Carrier Safety Administration (FMSCA) Entry-Level Driver Training registry in order to obtain Class A or B Commercial Driver Licenses (CDL).
2. Implements training curriculum in compliance with FMSCA Entry-Level Driver Training Registry, NDOT, Nevada DMV CDL/Motor Carrier Office, and the Nevada Department of Education's (NDE) School Bus Driver guidelines.
3. Acquires and maintains a Third-Party CDL Certification from the DMV CDL/Motor Carrier Office to evaluate and certify entry-level drivers.
4. Serves as liaison between the Clark County School District Transportation Department and the DMV CDL/Motor Carrier Office as a Third-Party CDL Certifier in order to evaluate/certify entry-level drivers holding CDL permits to

- become fully licensed, and to maintain all federal-/state-mandated CDL training/licensing records.
5. Develops, organizes, and implements department-wide professional learning regarding bus driver/aide safety, and bus driver driving practices.
 6. Trains drivers/aides on special education transportation practices and equipment (i.e., wheelchair securement, safety vest, car seat, wheelchair ramp, etc.)
 7. Administers annual state-required school bus driver exams.
 8. Confers with NDE designees, subject-matter experts, and District personnel to identify training needs and best practices.
 9. Electronically submits required documentation to the FMCSA Entry-Level Driver Registry.
 10. Electronically schedules testing and submits required documentation using the Commercial Skills Test Information Management System (CSTIMS).
 11. Creates/updates written materials, multimedia presentations, hands-on driving techniques, under-the-bus/-truck inspection instructions, and other training materials.
 12. Monitors/evaluates bus drivers' driving practices to ensure student safety and compliance with rules of the road; performs on-bus observations/evaluations to determine and recommend additional training, as needed.
 13. Trains bus aides in all job duties/responsibilities related to student management and safety.
 14. Instructs/trains new Transportation Department employees on CCSD regulations and transportation policies/procedures.
 15. Observes/evaluates transportation personnel activities where misconduct is suspected (i.e., payroll issues/padding route times, misuse of buses, mishandling of students, etc.)
 16. Trains, conducts, and observes student emergency evacuation drills (general and special buses.)
 17. Assists drivers and/or aides with student management on the bus; issues citations, as necessary.
 18. Inspects school bus drivers' credentials (i.e., driver's licenses, registration cards, state certificates, etc.) for conformity to registration card identity.
 19. Performs routine bus inspections to ensure bus cleanliness and securement device/emergency equipment functionality.
 20. Inspects assigned busses' mechanical condition, gas, oil, fluids, tires, and safety equipment before each training session and route coverage.
 21. Monitors and teaches student loading/unloading to ensure passenger safety.

22. May be required to identify/respond to emergencies; may administer Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), as necessary.
 23. Conducts behind-the-wheel observations; provides input into bus driver/aide evaluations (i.e., ride-a-longs, audits, post-accident reports, etc.)
 24. Designs/develops training programs, materials, and lesson plans; proficient in Microsoft Office Suite (i.e., Excel, Word, PowerPoint, Access, etc.)
 25. Introduces the transportation safety program for students; schedules/performs school visits to teach students about school bus safety.
 26. Coordinates, plans, and conducts in-service trainings regarding safety, defensive driving, student management, department procedures, etc., for school bus drivers/aides.
 27. May be required to assist with heavy lifting.
 28. Demonstrates principles, methods, and techniques necessary for proficiency in safe driving practices; stays current on new developments.
 29. Assists with clerical duties, as needed (i.e., answering phones, filing, recordkeeping, dispatching, etc.)
 30. Serves as an extra/substitute Transportation Bus Aide, as needed.
 31. Attends meetings and seminars, as authorized, to improve training skills.
 32. Serves as standby driver; drives a school bus to transport pupils to/from school and special trips, as needed.
 33. Conforms to safety standards, as prescribed.
 34. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Trains, observes, and supervises entry-level bus drivers to become fully licensed CDL drivers while utilizing safe driving practices.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of Nevada Revised Statutes (NRS), Office of Civil Rights (OCR), and Aversive Interventions as they relate to student transportation/CDL and NDOT rules/regulations regarding driver time planning and passenger/student transportation.
2. Knowledge of safe driving practices/procedures.

3. Ability to obtain valid Class A and B CDLs with required endorsements, as appropriate.
 4. Ability to operate two-way radios.
 5. Ability to drive any size school bus.
 6. Ability to pass required medical examinations.
 7. Ability to plan/coordinate training programs and effectively train/supervise groups of people with differing education levels and learning abilities to establish a safe, orderly learning environment.
 8. Ability to work cooperatively with parents/guardians, administrators, students, and the public.
 9. Ability to recognize/report hazards and apply safe work methods.
 10. Ability to operate basic office equipment (i.e., computer terminals, printers, copy machines, telephone systems, fax machines, etc.)
 11. Ability to communicate information clearly, both verbally and in writing.
 12. Ability to conduct investigations and resolve complaints; documents information and prepares accurate, concise written reports.
 13. Ability to work independently to carry out assignments to completion.
 14. Ability to judge when to act independently and when to refer situations to an administrator.
 15. Ability to work flexible hours/shifts at various locations.
 16. Ability to physically perform all aspects of the instructor position, including bus emergency evacuations, laying under bus chassis for extended periods of time, and walking long distances without resting.
 17. Ability to understand and follow written/verbal instructions.
 18. Ability to establish and maintain effective working relationships with departmental personnel, supervisors, managers, assistants, and students.
 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. Three (3) years' experience as a CCSD school bus driver; or, Two (2) years' experience as a CCSD school bus driver and two (2) years' teaching/instruction experience.
3. Must be at least 25 years of age.

4. Must read and speak English.
5. Safe driving record.

Licenses and Certifications

1. Valid Class B CDL with required endorsements to operate a school bus in Nevada. This license must be maintained for the duration of the assignment. Employee is required to self-certify as interstate, non-excepted.
2. A valid Nevada Class A CDL must be obtained during employee's probationary period.
3. A valid NDOT 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.
4. Current First Aid and CPR/AED certificates from the American Heart Association, American Red Cross, or a similar organization. Certifications 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. A copy of the front and back of the First Aid and CPR/AED certificates must be uploaded into the application.
5. Successfully pass the State of Nevada Trainer Certification test. Applicants must achieve a passing score at the time of interview.
6. State of Nevada Third-Party Certification. Must be obtained during probationary period and maintained for the duration of the assignment.
7. Copy current of driving history (dated within six (6) months from the date printed) issued by the DMV at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.

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

Preferred Qualifications

1. Experience in creating, conducting, and publishing effective training materials and techniques.
2. Experience and knowledge of adult learning theory and instructional design.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)

2. A valid Class B CDL with required endorsements to operate a school bus in Nevada, as indicated above.
 3. A valid Class A CDL as indicated above, if applicable.
 4. A valid copy of NDOT Physical Examination indicating that the employee is physically qualified to operate a commercial vehicle in accordance with FMCSR 391, as indicated above.
 5. 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.
 6. 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.
 7. State of Nevada Trainer Certification test as indicated above, if applicable.
 8. State of Nevada Third-Party Certification as indicated above.
 9. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 10. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Extensive travel driving school buses in traffic to/from schools and the Transportation Department. Frequent travel in parking lots, vehicle skills training area, freeways, roadways, private streets/complexes, etc., as needed.

Work Environment

Strength

Medium/heavy – exert force of 50-150 lbs., occasionally; 30-50 lbs., frequently; up to 25 lbs., constantly.

Grasping/Gripping: Must possess sufficient physical strength and power grasp to properly secure straps when securing special equipment and/or students. Must have sufficient grasp to maintain steering control of a commercial vehicle. (Federal Motor Carrier Safety Regulations 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.)

Pushing/Pulling: Up to 175 lbs., transitioning student(s) in wheelchairs on/off the bus.

Lifting: Up to 150 lbs., occasionally; 50 - 60 lbs., frequently; 10 - 25 lbs., constantly.

Carrying: Up to 25 lbs., for as long as 30 minutes a day.

Physical Demand

Occasional climbing, balancing, lying on back/stomach, and crawling. Frequent 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. 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. 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.

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.

Hazards

Frequent exposure to vehicle fumes 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, electronic inspection device, First Aid kit, body fluid kit, fire extinguisher, emergency triangles, tire iron, car seats, safety vests, wheelchairs, wheelchair lifts, oxygen tanks, backpacks, securement straps, seatbelts, 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, or

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: 03/19/14