

## CLARK COUNTY SCHOOL DISTRICT

**CLASS TITLE: BUS DRIVER TRAINEE**

**Class Code: 6105**

**Grade: 47**

### **CLASS DEFINITION AND SUMMARY:**

Under direct supervision receives training to drive a school bus.

### **ESSENTIAL TASKS OF THE POSITION:** (Illustrative, not inclusive)

Learns to drive school buses.

Learns procedures to conduct emergency evacuation drills for buses.

Learns the appropriate procedures for checking mechanical condition, gas, oil, other fluids and tires and inspects safety equipment of bus before leaving on assigned route.

Learns to prepare transportation reports and other necessary reports as required.

Conforms to safety standards prescribed.

Performs other tasks related to the position as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

Involves learning to drive a school bus.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to learn to operate a variety of school buses.

Ability to complete records as required.

Ability to read and interpret maps.

Ability to read, comprehend, and apply laws, rules and regulations pertaining to driving school buses.

Ability to effectively communicate safety rules/procedures and acceptable/unacceptable behavior to students.

Ability to operate a two-way radio.

Ability to pass required medical examinations.

Ability to pass knowledge and skills tests and passenger transport test for a Commercial Driver's License (Class B) with passenger endorsement.

Ability to work a flexible schedule.

Ability to work cooperatively with employees, students, parents and the public.

Ability to recognize and report hazards and apply safe work methods.

### **QUALIFICATIONS:**

#### **TRAINING AND EXPERIENCE:**

High school graduation or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).

Safe driving record.

Must be at least 21 years of age.

#### **LICENSES AND CERTIFICATES:**

Copy of driving history issued by the Motor Vehicle Department.

Valid Class C Driver's License. (Must be maintained for duration of the assignment.)

### **DOCUMENT (S) REQUIRED AT TIME OF APPLICATION:**

1. Valid Class C Driver's License.
2. Copy of driving history issued by the Department Motor Vehicle Department.
3. High school transcript or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
4. Proof of age (21 years or older).
5. Proof of successful completion of the written test for the Commercial Driver's License (Class B) with a passenger endorsement.
6. Proof of physical examination.

### **EXAMPLES OF ASSIGNED WORK AREA:**

Extensive travel driving various school buses in traffic to and from schools and the Transportation Department. Temperature ranges from moderate to extreme hot and cold climatic conditions.

### **EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:**

Various buses, and two-way radios.

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. Notification may be made in person, in writing, or by calling: (702) 799-5334 (V) or (702) 799-0217 (TDD).

10/13/93

Revised: 07/15/05