CCSD
CLARK COUNTY
SCHOOL DISTRICT

Bus Driver – Entry-Level

Position Details

Class Code: 6105
Job Family: Service/transportation Workers
Classification: Support Professional
Terms of Employment: Pay Grade 53-B on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary

Under direct supervision, receives training to drive a Clark County School District school bus.

Essential Duties and Responsibilities

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

1. Learns procedures to conduct emergency evacuation drills for buses.
2. 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.
3. Learns to prepare transportation reports and other necessary reports, as required.
4. Conforms to safety standards, as prescribed.
5. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Involves learning to drive a school bus.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to learn to operate a variety of school buses.
2. Ability to complete records, as required.
3. Ability to read and interpret maps.
4. Ability to read, comprehend, and apply laws, rules, and regulations pertaining to driving school buses.
5. Ability to effectively communicate safety rules/procedures and acceptable/unacceptable behavior to students.
6. Ability to operate a two (2)-way radio.
7. Ability to pass required medical examinations.
8. Ability to pass knowledge and skills tests and passenger transport test for a Class B Commercial Driver's License (CDL) with passenger and school bus endorsement.
9. Ability to work a flexible schedule.
10. Ability to work cooperatively with employees, students, parents/guardians, and the public.
11. Ability to recognize and report hazards and apply safe work methods.
12. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.); or,
   Successful completion of written test for the Class B CDL with a passenger and school bus endorsement. Must be obtained prior to start date. Applicant is required to self-certify as interstate, non-excepted.
2. Safe driving record.
3. Must be at least 21 years of age.

*This is a temporary position.
*There are no employee benefits attached to this position.

NOTE: Persons hired into this position will be permitted to work a maximum of 19.9 hours per week, not to exceed 720 hours per year in a 9-month assignment or a

maximum of 19.9 hours per week, not to exceed 1039 hours per year in a 12-month assignment.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Proof of successful completion of the written test for the Class B CDL with a passenger and school bus endorsement. Must be obtained prior to start date. Applicant is required to self-certify as interstate, non-excepted.
4. 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.

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

Preferred Qualifications

None specified.

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 driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Proof of successful completion of the written test for the Class B CDL with a passenger and school bus endorsement as outlined above.
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 (dated within six (6) months from the date printed) issued by the DMV.
7. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

Majority of tasks and duties are performed outdoors and in confined work areas. Work areas involve being in and around large vehicles/buses. Frequent travel in parking lots, freeways, roadways, private streets, and private complexes, as needed.

Work Environment

Strength

Medium/Heavy - Exert force to 50-150 lbs., occasionally; 30-50 lbs., frequently; or up to 25 lbs., constantly. Must possess sufficient physical strength and power grasp to properly secure straps when securing special equipment and/or students. Grasp/Grip: must have sufficient grasp to maintain control of steering 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 150-175 lbs., transitioning of student(s) in wheelchairs on/off the bus. Lifting: up to 150 lbs., occasionally; 50-60 lbs., frequently; or up to 10-25 lbs., constantly. Carrying: up to 20-25 lbs., up to 30 minutes a day.

Physical Demand

Occasional climbing, balancing, lying on back/stomach, and crawling. Frequent sitting, standing, pushing, pulling, bending, twisting, kneeling, stooping, crouching, reaching, handling, and 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. 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. 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.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, 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 lift, oxygen tanks, backpacks, securement straps, seatbelt, and/or two (2)-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: 02/27/23
- Created: 10/13/93