

Special Education Bus Driver

Position Details

Class Code: 6110

Job Family: Service/Transportation Workers

Classification: Support Professional

Terms of Employment: Pay Grade 48 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

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

Essential Duties and Responsibilities

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

1. Conducts emergency evacuation drills for students on buses.
 2. Drives a school bus to transport special education students to and from school.
 3. Issues citations.
 4. Maintains student order on the bus.
 5. Assists handicapped students on and off the bus and may lift some students, if necessary.
 6. Submits daily transportation reports and other necessary reports.
 7. Checks mechanical condition, gas, oil, and tires of an assigned bus before leaving on routes.
 8. Conforms to safety standards, as prescribed.
 9. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

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

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of bus driving practices and procedures.
 2. Ability to obtain a valid Class B commercial driver's license with required endorsements, as appropriate.
 3. Ability to complete records, as required.
 4. Ability to understand needs of special education students.
 5. Ability to operate a two-way radio.
 6. Ability to drive regular buses and buses with special equipment.
 7. Ability to read and interpret maps.
 8. Ability to relate well with students, parents, and the public.
 9. Ability to safely move and relocate heavy objects.
 10. Ability to successfully complete Special Education Bus Driver Qualification examination.
 11. Ability to read, comprehend, and apply laws, rules and regulations pertaining to driving school buses and handling students.
 12. Ability to pass required medical examinations.
 13. Ability to work cooperatively with parents, administrators, students, and the public.
 14. Ability to recognize and report hazards and apply safe work methods.
 15. 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.); or,
Three (3) years of successful driving experience with a current commercial driver's license; or,

Successful completion of Clark County School District Bus Driver Trainee Program; and, six (6) months of experience driving Clark County School District school buses.

2. Safe driving record.
3. Must be at least 21 years of age.

Licenses and Certifications

1. A valid Class B commercial driver's license with required endorsements to operate a school bus in the state of 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 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.
3. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications

None Specified.

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

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.), if applicable.
2. Proof of Successful completion of Clark County School District Bus Driver Trainee Program, if applicable.
3. Proof of age (21years or older).
4. A valid Class B commercial driver's license with required endorsements to operate a school bus in the state of Nevada as indicated above.
5. A valid copy of Department of Transportation Physical Examination Certification, indicating that the employee is physically qualified to operate a school bus 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 Department of Motor Vehicles.

7. Specific documented evidence of training and experience to satisfy qualifications.
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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. Grasping/Gripping. 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 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. 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 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 fumes of vehicles 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

Clark County School 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-way radios, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 01/13/20
- Created: 08/20/91