

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

BUS DRIVER TRAINEE

Class Code: 6105

Job Family: Service/Transportation Worker

Classification: Support Staff

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

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under direct supervision receives training to drive a school bus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This 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 prescribed.
5. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves learning to drive a school bus.

KNOWLEDGE, SKILLS, AND ABILITIES:

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-way radio.
7. Ability to pass required medical examinations.
8. Ability to pass knowledge and skills tests and passenger transport test for a Commercial Driver's License (Class B) with passenger endorsement.
9. Ability to work a flexible schedule.
10. Ability to work cooperatively with employees, students, parents and the public.
11. 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 record.
3. Must be at least 21 years of age.

10/13/93

Revised: (07/15/05; 06/12/07)

Licenses and Certificates:

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 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. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
2. Current copy of driving history issued by the Department of Motor Vehicle.
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.
7. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District busses and transportation vehicles to be operated in varying levels of traffic and congestion, through communities, schools, on city roads and highways, in and out of the school district.

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:

Various buses, and two-way radios.

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.