

# Small Vehicle Operator

## Position Details

Class Code: 6011

Job Family: Service/Transportation Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 44 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, drives a Clark County School District vehicle to transport students.

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## Essential Duties and Responsibilities

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

1. Drives a District vehicle to transport students to and from assigned locations.
2. Maintains student order during transport and issues citations, as necessary.
3. Submits daily transportation reports, logs, and other necessary reports, as required.
4. Checks vehicle's mechanical condition, gas, oil, and other fluid levels, and tires; inspects safety equipment of assigned vehicle before leaving on daily assignments.
5. Attends to special student needs (i.e., oxygen tanks, tubing, wheelchairs, braces, etc.)
6. Administers first aid and/or Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) as necessary.
7. Load/unloads students to/from vehicle while ensuring passenger safety.
8. Conforms to safety standards prescribed, as prescribed.
9. Performs other tasks related to the position, as assigned.

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## Distinguishing Characteristics

Involves transporting students on an as-needed basis to assigned locations.

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## Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of basic first aid, CPR/AED, and Universal Precautions.
  2. Ability to communicate effectively both verbally and in writing.
  3. Ability to operate a variety of District-issued vehicles.
  4. Ability to read, comprehend, and apply laws, rules, and regulations pertaining to driving.
  5. Ability to read and interpret maps.
  6. Ability to effectively communicate safety rules/procedures and what constitutes acceptable/unacceptable behavior to students.
  7. Ability to complete records, as required.
  8. Ability to operate a two-way radio.
  9. Ability to work cooperatively with employees, students, parents, administrators, and the public.
  10. Ability to recognize and report hazards and apply safe work methods.
  11. Ability to work flexible hours or shifts.
  12. Ability to demonstrate safe and proficient driving skills.
  13. 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 Educational Development (GED), foreign equivalency, etc.)
2. One (1) year of driving experience.
3. Safe driving record.
4. Must be at least 18 years of age.
5. Successful completion of Clark County School District Driver Trainee Program within two (2) weeks of hire into position.

## **Licenses and Certifications**

1. A valid driver's license that allows an applicant/employee to operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current 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. Current CPR/AED and First Aid certificates from the American Heart Association, American Red Cross, or other 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 CPR/AED and First Aid certificates must be uploaded into the application.

## **Preferred Qualifications**

None Specified.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  3. Copy of current driving history (dated within six (6) months from date printed) issued by the DMV.
  4. 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.
  5. 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.
  6. 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. Involves being in and around large vehicles. Frequent travel in parking lots, freeways, roadways, private streets, and private complexes, as needed.

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# Work Environment

## Strength

Medium/heavy - exert force of 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. 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 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., 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. 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

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 for occasional to frequent time periods.

## 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).

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## Examples of Equipment/Supplies Used to Perform Tasks

Clark County School District-issued vehicles, 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, seatbelts, two-way radios, etc.

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### 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, 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: 05/26/23
- Created: 03/03/15