

# Temporary Driving Training Instructor

## Position Details

Class Code: 6131

Job Family: Service/Transportation Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 53-B1 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, trains new bus drivers; observes and advises bus drivers on safe driving habits.

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## Essential Duties and Responsibilities

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

1. Trains, observes, and advises new bus drivers in correct/safe driving practices and proper dress code.
  2. Orients new drivers to Clark County School District transportation policies and procedures.
  3. Informs supervisors of observations and advice given to drivers.
  4. Conducts emergency evacuation drills on buses and inspects safety equipment.
  5. Serves as standby driver.
  6. Conforms to safety standards, as prescribed.
  7. Performs other tasks related to the position, as assigned.
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## Distinguishing Characteristics

Involves training, observing, and advising new bus drivers on safe driving practices.

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

1. Knowledge of student transportation laws, policies, regulations, and procedures.
  2. Knowledge of safe driving practices and procedures.
  3. Ability to operate two-way radio.
  4. Ability to drive school buses of any size.
  5. Ability to read and interpret maps.
  6. Ability to pass required medical examinations.
  7. Ability to plan and coordinate training programs.
  8. Ability to work cooperatively with parents, administrators, students, and the public.
  9. Ability to recognize and report hazards and apply safe work methods.
  10. 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 experience as a Clark County School District school bus driver.
3. Must be at least 21 years of age.

\* There are no employee benefits attached to this position.

\* All performance evaluations will be conducted by the designated administrator.

**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 1039 hours per year in a 12-month assignment.

### Licenses and Certifications

1. A valid driver's license (equal to a Class-B Commercial Driver's License (CDL) with passenger endorsement) that allows the applicant/employee to legally

- operate a motor vehicle in Nevada. 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.

## **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 (equal to a Class-B Nevada CDL) that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  3. Current copy of driving history (dated within six (6) months from the date printed) issued by the DMV.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Extensive travel driving various school buses in traffic to and from schools and the Transportation Department.

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## **Work Environment**

### **Strength**

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; up to 10 lbs. constantly. Requires sitting for long periods of time.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

## **Environmental Conditions**

Varies from climate-controlled office settings 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 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).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

District-issued buses, handheld and/or 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: 09/19/23
- Created: 09/18/12