

# Transportation Instructor

## Position Details

Class Code: 6132

Job Family: Service/Transportation Workers

Classification: Support Staff

Terms of Employment: Pay Grade 52 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, trains new/current bus drivers, trains new/current bus aides, performs department orientation for all new employees, and observes and advises bus drivers, bus aides, and other transportation staff on safe practices.

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## Essential Duties and Responsibilities

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

1. Trains new school bus and heavy truck drivers in correct and safe behind the wheel and inspection practices in preparation to obtain/test for the required Class A or B Commercial Driving License.
2. Tests (within the scope of Nevada Department of Transportation guidelines) new school bus and truck drivers for Class A or B Commercial Drivers Licenses.
3. Assists in completing, updating, and creating written materials, multimedia presentations, hands on driving techniques, under the bus/truck inspection instructions, and other related training materials.
4. Monitors and evaluates the on-going driving practices of school bus drivers to ensure the safety of students; performs on bus evaluations/observation to detect and recommend additional training, as needed.
5. Trains new transportation bus aides in all job duties and responsibilities related to student management and student safety.

6. Provides training and instructions to new transportation department employees on Clark County School District regulations and transportation policies and procedures.
7. Monitors and evaluates the driving practices of school bus drivers to ensure the safety of students, compliance with rules of the road, and recommend additional training, as needed.
8. Conducts evaluation and observation of bus drivers, bus aides, and other transportation personnel activities where misconduct may be suspect (i.e., payroll issues/padding of time for bus routes, misuse of school buses, mishandling of students, etc.).
9. Trains, conducts, and observes emergency evacuation drills of students (both general and special buses).
10. Assists drivers and/or aides with maintaining student order on the bus and issues citations, as necessary.
11. Inspects credentials of school bus drivers (i.e., driver's licenses, registration cards, state certificates, etc.) for conformity to registration card identity.
12. Performs routine bus inspections to ensure bus cleanliness, securement device set up, and emergency equipment.
13. Checks mechanical condition, gas, oil, other fluids, and tires, and inspects safety equipment of assigned bus before each training session and route coverage.
14. Monitors and teaches the loading and unloading of students to ensure safety of passengers.
15. Trains drivers and transportation aides on all special needs equipment use (i.e., wheelchair securement, safety vest, car seat, wheelchair ramp, etc.) and sensitivity training.
16. May be required to identify and respond to emergencies and may administer Current Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), as necessary.
17. Conducts behind the wheel observations and provides input into the evaluations of bus drivers and transportation aides (i.e., ride-a-longs, audits, post-accident, reports, etc.).
18. Assists in designing and developing training programs, material and lesson plans; proficient in the use of Microsoft Office Suite (i.e., Excel, Word, PowerPoint, Access, etc.).
19. Introduces school administrators to the transportation safety program for students (Gus the Bus) and schedules/performs school visits to teach students about school bus safety.

20. Coordinates, plans, and conducts in-service training programs relating to safety and defensive driving, student management, department procedures, etc., for school bus drivers and bus aides.
  21. May be required to assist with heavy lifting.
  22. Remains up to date and demonstrates principles, methods, and techniques necessary to achieve proficiency in safe driving practices.
  23. Assists with clerical duties, as needed (i.e., answering phones, filing, record keeping, dispatching).
  24. Performs duties as an extra-board/substitute Transportation Bus Aide, as needed.
  25. Administers Annual School Bus Driver State required exams for school bus drivers.
  26. Confers with Department of Education designee, subject matter experts, and District personnel to identify training needs and best practices.
  27. Develops and presents PowerPoint presentations within and outside the department and District, as needed.
  28. Attends meetings and seminars, as authorized, to obtain information to improve and enhance the department's training programs.
  29. Assists with student management and the development of de-escalation techniques of students with aggressive physical behaviors.
  30. Serves as standby driver; drives a school bus to transport pupils to/from school and special trips, as needed.
  31. Conforms to safety standards, as prescribed.
  32. 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 Nevada Revised Statutes (NRS), Office of Civil Rights (OCR), and Aversive Intervention as they relate to student transportation and Commercial Driver's License (CDL) and Department of Transportation (DOT) rules and regulations as they relate to the planning of driver time and passenger/student transportation .
2. Knowledge of safe driving practices and procedures.

3. Ability to obtain a valid Class A and Class B commercial driver's license with required endorsements, as appropriate.
4. Ability to operate two-way radio.
5. Ability to drive any size school bus.
6. Ability to read and interpret maps.
7. Ability to pass required medical examinations.
8. Ability to plan and coordinate training programs and effectively train/supervise a group comprised of individuals with different levels of education and learning ability to establish a safe, orderly learning environment.
9. Ability to work cooperatively with parents, administrators, students, and the public.
10. Ability to recognize and report hazards and apply safe work methods.
11. Ability to operate basic office equipment (i.e., computer terminals, printers, copy machines, telephone systems, fax machines, etc.).
12. Ability to clearly communicate information both verbally and in writing.
13. Ability to conduct investigations and resolve complaints; document information and prepare accurate and concise written reports.
14. Ability to work independently to carry out assignments to completion.
15. Ability to exercise judgment as when to act independently and knowing when to refer situations to an administrator.
16. Ability to work flexible hours or shifts at various locations.
17. Ability to physically perform all aspects of the instructor position to include, the ability to perform the emergency evacuation out of a school bus, lay under a bus chassis for extended periods of time, and walking long distances without stopping to rest.
18. Ability to understand and follow written and oral instructions.
19. Ability to establish and maintain effective working relationships with departmental personnel, supervisors, managers, assistants, and students.
20. 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.).

2. Three (3) years experience as a Clark County School District school bus driver;  
or,  
Two (2) years experience as a Clark County School District school bus driver and  
two (2) years teaching/instructing experience.
3. Must be at least 25 years of age.
4. Must read and speak English.
5. Safe driving record.

## **Licenses and Certifications**

1. A valid Nevada 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 Nevada Class A commercial driver's license must be obtained during employee's probationary period.
3. 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].
4. Current First Aid certificate from the American Heart Association, American Red Cross, or other similar organization. Certification 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.
5. Current Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification 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.
6. Successfully pass the State of Nevada Trainer Certification test. Applicants must achieve a passing score at the time of interview.
7. State of Nevada Third Party Certification. Must be obtained during probationary period and maintained for duration of the assignment.
8. Crisis Prevention Institute (CPI) Certification. Must be obtained during probationary period and maintained for duration of the assignment.
9. Copy of driving history issued by the Department of Motor Vehicles (dated within six (6) months) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

## Preferred Qualifications

1. Experience in creating, conducting, and publishing effective training materials and techniques.
2. Experience and knowledge of adult learning theory and instructional design.

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.

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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. A valid Class B commercial driver's license with required endorsements to operate a school bus in the state of Nevada as indicated above.
  3. A valid Class A commercial driver's license as indicated above, if applicable.
  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 FMCSR 391 as indicated above.
  5. Current First Aid Certificate as indicated above.
  6. Current CPR/AED certificate as indicated above.
  7. State of Nevada Trainer Certification test as indicated above, if applicable.
  8. State of Nevada Third Party Certification as indicated above.
  9. Crisis Prevention Institute (CPI) Certification as indicated above.
  10. Current copy of driving history issued by the Department of Motor Vehicle.
  11. 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/from schools and the Transportation Department. Frequent travel in parking lots, vehicle skills area, freeways, roadways, private streets, private complexes, etc., as needed.

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## 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).

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## **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.

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## **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: 10/10/18
- Created: 03/19/14