

CLARK COUNTY SCHOOL DISTRICT

HUMAN RESOURCES DIVISION

DRIVING TRAINING INSTRUCTOR

Class Code: 6130

Job Family: Service/Transportation Worker

Classification: Support Staff

Terms of Employment: Pay Grade 49 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

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

DISTINGUISHING CHARACTERISTICS:

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

KNOWLEDGE, SKILLS, AND ABILITIES:

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 any size school bus.
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.

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. One (1) year experience as a Clark County School District school bus driver.
3. Must be at least 21 years of age.

08/20/91

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Licenses and Certificates:

1. A valid driver's license (equal to a Class B Commercial Driver's License 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 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. High school transcript or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. A valid driver's license (equal to a Class B Nevada driver's license) that allows the applicant/employee to legally operate a motor vehicle in Nevada.
3. Current copy of driving history issued by the Department of Motor Vehicle.
4. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

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

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:

Clark County School District issued buses, hand held and/or two-way radios, etc.

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.

08/20/91

Revised: (08/09/02; 01/28/04; 06/24/04; 07/15/05; 06/14/07)