

# TEMPORARY DRIVING TRAINING INSTRUCTOR

## Position Details

Class Code: 6131

Job Family: Service/Transportation Worker

Classification: Support Professional

Terms of Employment: Pay Grade N/A on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, trains new bus drivers and 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 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 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, as prescribed.
  8. Performs other tasks related to the position, as assigned.
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## Distinguishing Characteristics

Involves training new drivers and observing, and advises 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 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.
  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 experience as a Clark County School District school bus driver.
3. Must be at least 21 years of age.

\* Current wage \$16.44/hr.

\* This temporary position is not on the Support Staff Salary Schedule.

\* 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 a maximum of 19.9 hours per week, not to exceed 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 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 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. 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 (dated within six (6) months from the date printed) issued by the Department of Motor Vehicle.
  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 to 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) screens or other monitoring devices.

## **Environmental Conditions**

Climate-controlled office setting to work out doors 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**

Clark County School District issued buses, hand held 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: 02/08/21
- Created: 09/18/12