

## Carson City School District Job Description: Bus Driver

**Job Title:** Bus Driver

**Location:** Transportation Department

**Related Categories:** Special Education Bus Driver, Substitute Bus Driver, Bus Driver Trainer

**Reports To:** Transportation Supervisor or Designee

**FLSA Status:** Non-exempt

**Prepared By:** Associate Superintendent of Human Resources

**Prepared Date:** 12-23-2019

### **General Job Description:**

Under general supervision operates a school bus and/or other passenger vehicle; to perform simple bus maintenance as required; and to perform related work as required. Bilingual preferred.

### **Experience or training required:**

**Knowledge of:** Provisions of the Nevada Motor Vehicle Code and the Nevada Educational Code applicable to the operation of vehicles in transporting students and other passengers; operation of a bus and passenger vehicle; appropriate safety precautions and procedures; and basic first aid.

**Ability to:** Maintain vehicles in a clean and safe condition; maintains detailed records accurately as required; monitors student passengers' behavior and responds within general guidelines; performs first aid as required; operates vehicles maintaining and observing legal and defensive driving practices; understand and carry out detailed oral and written instructions; establish and maintain effective proactive relationships with those contacted in the course of work.

**Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position:** Graduation from high school or the equivalent. A typical qualifying entrance background is completion of training in school bus operations, first aid and forty (40) hours of experience and training performing the duties of a school bus driver.

### **Licenses or Certificates required:**

Possession of a high school diploma or equivalent certificate, a valid Nevada Class "B" Commercial Driver's License (CDL) with a passenger endorsement, a current standard First Aid/CPR Certificate, and an original Social Security Card.

### **The Job Functions:**

Positions in this class operate an assigned bus or passenger vehicle on a regularly scheduled route and time schedule. Incumbents may operate a bus or other passenger vehicle for special events as assigned. Positions in this class perform work, which is highly structured, which seldom varies and is performed in accordance with established procedures. Incumbents receive instructions only when unusual circumstances arise and after training are expected to perform duties without constant supervision. All work is reviewed periodically.

### **Essential Job Functions:**

Drives and operates a District bus or passenger vehicle, transporting students and other passengers as authorized; monitors and controls student behavior while riding on the school bus using set, established and documented procedures; communicates with school authorities and parents regarding student behavior; assists students as necessary when boarding and exiting a school bus and/or passenger vehicle; assists passengers as necessary crossing streets adjacent to bus stops; conducts required emergency evacuation drills as required; transports students and other passengers on field trips to various locations, choosing the best route making departure and arrival times as scheduled; prior to operation, inspects vehicles for safety purposes and reports any deficiencies; drains air brakes and ensures cleanliness of vehicle after use; keeps detailed records and reports as required; may assist with driver training; performs minor vehicle

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maintenance. Must be able to collaborate with other staff members, students, parents/guardians, and community partners in a positive, friendly and approachable manner; and perform related work as required.

**Physical Demands and Working Conditions:**

Strength: Heavy Work – Lifting, carrying, pushing or pulling 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds. Incumbents must be in good physical condition and must take a periodic physical examination. May work in conditions of dust, fumes, gas, odors, heat and cold. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work in school bus setting and use standard automotive equipment. Vision to read printed materials, computer/device screens or other automotive devices. Hearing and speech to communicate in person or over the telephone and related technology.

**Environmental Conditions:**

Climate controlled vehicle setting with temperatures ranging from mild, moderate, to severe cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: vehicle equipment, communicable diseases, chemicals (as related to specific assignment).

<b>Salary Range:</b>	<b>Refer to current CESA Salary Schedule</b> (Plus employer paid benefits and retirement)
<b>Special Education Bus Driver:</b>	<u>Supplemental Modifier: 5% added to hourly rate.</u>
<b>Substitute Bus Driver:</b>	<u>Supplemental Modifier: 5% added to hourly rate.</u>
<b>Bus Driver Trainer:</b>	<u>Supplemental Modifier: 27.5% added to hourly rate.</u>

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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**Notice of Non-Discrimination:** The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District’s non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.