

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

## **Bus Driver**

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**FLSA Status:** NON-EXEMPT

**Classification:** Classified

**Terms of Employment:** Days and hours to be established by Transportation Supervisor.

**JOB GOAL:** Provide safe and efficient transportation for District students.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains student discipline on the bus.
4. Keeps assigned bus cleaned. This shall include all vision mirrors, windows and the inside of the bus.
5. Adheres to route, stops and schedule as determined by the immediate supervisor.
6. Reports all accidents and completes the required reports.
7. Notifies the proper authority in case of mechanical failure or safety problems.
8. Exercises responsible leadership when on out-of-District school trips.
9. Transports only authorized students and District Employees.
10. Performs the daily pre-trip safety inspection of the bus.
11. Enforces District bus safety rules.

### **POSITION EXPECTATIONS**

#### **Knowledge, Skills and Abilities:**

1. Ability to pass required medical examinations.
2. Ability to learn relevant regulations and rules.
3. Ability to work cooperatively with students, staff, parents, and the general public.
4. Recognizes and reports hazards, conforms to safety standards as prescribed.
5. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
6. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
7. Recognizes and reports hazards, and conforms to safety standards as prescribed.
8. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
9. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

### **POSITION REQUIREMENTS**

#### **Education, Training, and Experience:**

1. High School Diploma or equivalent
2. Current physical examination as required by CDL
3. Completion of District/State training course

#### **Licenses and Certifications:**

1. Valid Nevada Driver License

#### **Screening and Compliance:**

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

### **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

*Bus Driver*

*Revised 3/10/17 ip*

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 Demands:** 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.

**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 for 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).

**Working Conditions:** 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.

**Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

**Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by:   
Superintendent

3-22-17  
Date

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_