Nye County School District - Human Resources

Job Description

Title: Bus Driver	Classification: Classified
FLSA Status: NON-EXEMPT	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 with other duties as assigned by the Supervisor, which does not conflict with the Master Agreement between NCSD and NCSSO.

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 Commercial Driver License with Passenger & School Bus endorsements.

Screening and Compliance:

1. Ability to pass State and Federal criminal background check

2. Compliance with NCSD Motor Carrier Part 382 Alcohol and Controlled Substance Testing Program

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 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.

Approved by: Joseph M. Dent
Superintendent

7/15/24
Date

Nye County School District
NOTICE OF NONDISCRIMINATION ON THE BASIS OF SEX UNDER TITLE IX

Nye County School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to NCSD's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both:

Michelle "Chelle" Wright, PHR, CLRP
Director of Human Resources/Title IX Coordinator
Nye County School District
484 S. West St., Pahrump, NV 89048 · 775-727-7743, extension 300
title9coordinator@nyeschools.org

NCSD's nondiscrimination policy and grievance procedures can be located at:
https://bit.ly/NCSDPolicies-AdminRegs.
(NCSD Policies and Administrative Regulations 0210/0210aR/0210bR/0210cR, 0211/0211R, 0212/0212R, 0213/0213aR/0213bR/0213cR, and 6110/ 6110R)

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to title9coordinator@nyeschools.org.

Contact information for OCR is available here: https://ocrcas.ed.gov/contact-ocr.

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 in its programs and activities, on the basis of race, color, national origin, religion, gender, disability, age, pregnancy, sexual orientation, ancestry, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard, and provides equal access to the Boy Scouts and other designated youth groups.

Americans with Disabilities Act
It is the policy of Nye County School District to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, and conditions and privileges of employment.

Nye County School District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Nye County School District.Please contact Human Resources or the Section 504 Coordinator with any questions or requests for accommodation.

Shanda Roderick
Director of Special Education/Section 504 Coordinator
Nye County School District
Special Education Support Services
484 S. West St., Pahrump, NV 89048 · 775-751-4015

Revised 8/5/2025