

CARSON CITY SCHOOL DISTRICT
JOB INFORMATION
EMPLOYMENT OPPORTUNITY FOR ALL INTERESTED PERSONS

POSITION: **Bus Driver - Transportation Department**
(45-15 and Traditional Schedule)

December 17, 2009 WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY

Under general supervision, to operate a school bus and/or other passenger vehicle; to perform simple bus maintenance. Performs related work as required. A complete job description is available in the Human Resources Department.

EXAMPLES OF

DUTIES:

Essential: Drives a District bus or passenger vehicle, transporting students and faculty as authorized; monitors and controls student behavior while riding on a school bus; communicates with school authorities and parents regarding student behavior; assists students as necessary when boarding and exiting a school bus and crossing streets adjacent to bus stops; conducts various emergency drills; transports students and faculty on field trips; choosing the best route and making departure and arrival times as scheduled; prior to operation, inspects bus or vehicle for safety purposes; drains air brakes; keeps vehicles clean and reports any mechanical defects; keeps records and reports as directed and performs related work as required.

QUALIFICATIONS:

Knowledge of: Provisions of the Nevada Motor Vehicle Code and the Nevada Education Code applicable to the operation of vehicles in transporting students and faculty. Operation of a bus. Simple record keeping. Appropriate safety precautions and procedures. **Must be able to pass the Pre-Employment Drug Screen Test.**

Skill in: Operating a vehicle observing legal and defensive driving practices. Maintaining vehicles in a clean and safe condition. Maintaining simple records. Monitoring student passengers' behavior. Performing first aid, as needed. Understanding and carrying out oral and written instructions. Establishing and maintaining effective relationships with those contacted in the course of work.

PHYSICAL

DEMANDS:

Strength: Medium Work - lifting, carrying, pushing or pulling 50 pounds maximum. 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.

EDUCATION and

EXPERIENCE:

Graduation from high school or the equivalent. Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. Applicant will be required to pass the test for a Nevada Class "B" Commercial Drivers License and must have an acceptable driving record.

LICENSE:

Possession of a valid and appropriate driver's license and original social security card. Permit to operate a school bus and Standard Red Cross First Aid Certificate are required.

SALARY:

Grade 18. Range begins with Step 1 = \$12.55 per hour. 4 hours per day – 213 days per year. During the training period, the trainee will be a temporary employee and earn no benefits except FICA and SIIS (workman's compensation insurance.) Regular position: after successful completion of the training and licensing, would become a regular probationary employee, and will be enrolled in benefits according to the classified negotiated agreement. A new classified employee may receive up to a maximum of five (5) years of previous outside work experience. The prior position must be similar in nature and written verification of employment from the previous employer must be submitted to Human Resources upon employment. Per Administrative Regulation No. 311.1.

APPLICATION

PERIOD:

Applications will be accepted through January 5, 2010, until 4:00 p.m., or until filled.

APPLICATION:

An interested employee currently on benefits on the grade for the position, or above, is to submit an Employee Transfer Request, (a copy of which is printed on the reverse side of this announcement) and is to have on file a current application form. Requests for transfer will be considered first; however, a request for transfer does not guarantee that a transfer will be granted. If no transfer is approved, all application materials will be reviewed to determine those who possess the most appropriate qualifications.

Current employees on benefits, not presently on the grade for the position, and CCSD part time temporary employees are requested to submit a new application. A transfer request form is **not** accepted from these employees.

Those applicants selected for interview will be notified of the schedule. The successful applicant will be determined by the evaluation of education, successful experience, recent training and an interview.

REASONABLE

ACCOMMODATION: The Human Resources Department will make efforts to provide reasonable accommodations to disabled candidates in the employment process. If you have special needs, please notify the Human Resources Department at the time you turn in your application or at least three (3) days prior to an interview by calling (775) 283-2130.

**ADDRESS AND
QUESTIONS:**

Application materials and any questions are to be directed to:
Human Resources Department
1402 West King Street (P.O. Box 603)
Carson City, NV 89702 Phone: (775) 283-2130

This is a replacement position. CCSD is an affirmative action, equal employment opportunity institution and does not discriminate on the basis of age, sex, sexual orientation, creed, color, race, ethnic origin, disability or veteran status in its programs or employment.

CARSON CITY SCHOOL DISTRICT EMPLOYEE TRANSFER REQUEST

Employee must complete one request for each position transfer desired. Please print legibly or type.

Employee Name (Last, First, M/I)

Current Position Title & Grade

Work Phone Home Phone

Current Work Location Hire Date

TRANSFER IS REQUESTED TO:

Position Title & Grade

Location

Employee's Signature

Date of Request

Copy Distribution: Original - Human Resources; Copy - Employee