



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DRIVER – SHUTTLE BUS	24	H	3.505
DRIVER – VAN/AUTOMOBILE	22	H	3.506

SERIES CONCEPT

Drivers operate various types of motor vehicles such as shuttle buses, automobiles, vans, or light trucks in order to transport people and/or materials to and from specified locations in accordance with established agency policies and safe driving practices.

Pick up and transport individuals to and from university events, laboratory appointments, x-ray facilities and doctor appointments; provide assistance to individuals with disabilities in getting in and out of the vehicle.

Provide courier services by picking up and/or delivering a variety of materials such as pharmacy supplies, x-rays, lab specimens and results, mail, reports, legal documents, bank deposits, and other items.

Clean exterior and interior of assigned vehicles by washing, vacuuming, and sweeping out as required.

Perform basic vehicle maintenance by checking oil, gas, radiator coolant and windshield cleaning chemicals as needed; may perform pre-trip inspection of vehicle according to established procedures; report vehicle malfunctions and needed repairs according to established procedures.

Maintain records related to trip mileage, passengers transported, and other data for various reports.

Perform related duties as assigned.

CLASS CONCEPTS

Driver – Shuttle Bus: Under general supervision, incumbents, in addition to performing the full range of duties described in the series concept, drive shuttle buses that transport sixteen or more occupants, including the driver. This is the advanced journey level for the series.

Driver – Van/Automobile: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level for the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must first submit to a pre-employment screening for controlled substances.

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MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENTS (cont'd)

- * A valid commercial driver's license with a passenger endorsement is required at the time of appointment and as a condition of continuing employment for Driver - Shuttle Bus positions.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment for Driver - Van/Automobile positions.

INFORMATIONAL NOTE:

- * Driver - Shuttle Bus positions are subject to random testing for drugs and alcohol per Code of Federal Regulations, Title 49, Chapter III, Part 382.

DRIVER – SHUTTLE BUS

EDUCATION AND EXPERIENCE: One year of experience driving vehicles that require a commercial driver's license. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: defensive driving techniques; State traffic laws and rules of the road; and safe and proper operation of a motor vehicle including required pre-trip inspections. **Ability to:** operate vehicles such as shuttle buses, vans, and light trucks; maintain schedules and time lines; provide assistance and directions to passengers; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: agency policies and procedures related to driving and transporting passengers and materials.

DRIVER – VAN/AUTOMOBILE

EDUCATION AND EXPERIENCE: Two years of motor vehicle driving experience. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

General knowledge of: defensive driving techniques; State traffic laws and rules of the road; and safe and proper operation of a motor vehicle. **Ability to:** operate vehicles such as vans and light trucks; maintain simple clerical records; perform basic vehicle maintenance; and read, understand, and follow city, county, and State maps.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: agency policies and procedures related to driving and transporting passengers and materials.

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This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

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ESTABLISHED: 7/1/99P
10/2/98PC

1/1/61

REVISED:
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5/20/88PC

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10/19/90-3
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