



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 II	25	H	3.504
DRIVER – SHUTTLE BUS I	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 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, classes and/or meetings, laboratory appointments, x-ray facilities and/or doctor appointments; assist 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 and adding oil, gas, radiator coolant and windshield cleaning chemicals as needed; may change headlights/taillights; 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 II: 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. Positions at this level function as a lead-worker for lower level Driver - Shuttle Bus I's on a regular and continuing basis by providing training and technical assistance, assigning and reviewing work, and providing input for performance evaluations.

Driver – Shuttle Bus I: 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.

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

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

DRIVER – SHUTTLE BUS II

EDUCATION AND EXPERIENCE: Two years 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: policies and procedures related to driving and transporting passengers and materials. **Ability to:** set priorities of job assignments; prepare documentation related to work performed; coordinate the work of others. **Skill in:** troubleshooting issues related to vehicle mechanics; *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: State and agency policies and procedures pertaining to work unit operations and personnel. **Ability to:** provide technical guidance to staff including training, assigning and reviewing work, and evaluating performance; prepare reports pertaining to operations.

DRIVER – SHUTTLE BUS I

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):

(These are identical to the Entry Level Knowledge, Skills and Abilities for Driver-Shuttle Bus II.)

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

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MINIMUM QUALIFICATIONS (cont'd)

DRIVER – VAN/AUTOMOBILE (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 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.

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.

	<u>3.504</u>	<u>3.505</u>	<u>3.506</u>
ESTABLISHED:	2/5/19UC	7/1/99P 10/2/98PC	1/1/61
REVISED:			9/18/80-3
REVISED:			1/15/81-3
REVISED:			7/1/89P
			5/20/88PC
REVISED:			10/19/90-3
REVISED:			7/1/99P
			10/2/98PC
REVISED:		2/2/07PC	2/2/07PC
REVISED:		9/14/12PC	9/14/12PC
REVISED:		2/5/19UC	2/5/19UC