

# BERKELEY COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE:** School Bus Driver Trainee

**FLSA:** Non-Exempt

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### GENERAL SUMMARY

Complete training requirements within 30 days to become a school bus driver certified by the SCDOE. Report to the Area Transportation Supervisor.

### ESSENTIAL FUNCTIONS

Attend Bus Driver Training class (20 hours)  
Pass DOT physical requirements  
Pass pre-employment drug screen  
Obtain CDL permit  
Complete 10 hours of behind the wheel training  
Pass behind the wheel test and physical performance testing  
Complete CDL training and pass CDL tests  
Receive School Bus Driver Certification from SCDOE  
Performs other related duties as required.

### JOB SPECIFICATIONS

#### Education and Experience:

High School Diploma or equivalency.

#### Knowledge:

Knowledge of the policies, practices, activities, methods and procedures of the district as they pertain to the specific duties of the job. Knowledge of the required records, regulations, reports and certifications which must be prepared and maintained as a requirement of the job.

#### Skills/Effort:

Satisfactorily complete the driver's training course. Ability to communicate with your peers, office personnel, school administrators and parents. Must pass the Bus Driver Physical Performance Test.

**Working Conditions:**

Outdoors environment with moderate exposure to environmental/weather conditions. Physical demands are restricted to occasional work requiring movement/lifting items weighing up to fifty pounds. Requires the ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines.

**Responsibility:**

Responsible for completing the requirements to become a certified school bus driver.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

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