

**CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

Job Description: Special Needs Bus Driver

JOB TITLE: Bus Driver	LOCATION: Transportation
IMMEDIATE SUPERVISOR: Supervisor of Transportation	WORK SCHEDULE: 10-M - minimum of 182 Days HOURS: 4 hours/day – Part Time; 6.5 hours/day –Full Time PAY GRADE: 209
SPECIAL REQUIREMENTS: Possession of a valid Virginia Commercial Driver's License.	FLSA STATUS: Non-Exempt
EDUCATION/EXPERIENCE: 1. High school diploma preferred 2. Completion of State Department of Education's 40-hour training to operate a school bus 3. Pass all DMV written and practical pre-trip and on-road tests to obtain a commercial driver's license class 4. Driving experience A comparable amount of training and experience may be substituted for the minimum qualifications	

GENERAL RESPONSIBILITIES:

- Responsible for transporting pupils to and from school and special events as well as the discipline and well-being of all students on the assigned bus.

SPECIAL NEEDS DRIVER OVERVIEW:

A Special Needs Bus Driver is a professional responsible for safely transporting students with physical, developmental, or cognitive disabilities to and from school, requiring specialized knowledge in operating adapted vehicles, managing student behavior, and providing assistance with medical needs, including utilizing wheelchair lifts and securing specialized seating equipment while maintaining a safe and supportive environment on the bus.

These responsibilities include, but are not limited to:

Operating adapted vehicles: Driving buses equipped with features like wheelchair lifts, secure tie-down systems, and specialized seating arrangements. **Student assistance:** Helping students with mobility needs, including loading and unloading wheelchairs, securing positioning devices, and providing physical support as needed. **Behavior management:** Implementing strategies to manage student behavior, addressing potential challenges related to disabilities, and maintaining a calm and controlled

environment on the bus. **Medical support:** Administering medications as directed, monitoring student health conditions, and responding to medical emergencies in accordance with training. **Communication and collaboration:** Working closely with school staff, parents, and healthcare providers to understand individual student needs and coordinate transportation plans. **Safety protocols:** Following strict safety guidelines for operating a special needs bus, including proper vehicle inspections, adherence to traffic laws, and emergency procedures

ESSENTIAL DUTIES:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Ensures the safest operation of the school bus. Ensures the assigned route is run in a most efficient and safe manner.
- Reports any and all unsafe conditions to the supervisor of transportation. Reports all vehicular discrepancies in a timely manner to the shop foreman. Reports any disciplinary situations to the school principal for their action.
- Keeps abreast with laws, regulations, and policies that affect the proper and safe operation of the school bus.
- Performs daily pre-trip inspections.
- Ensures the bus route is run on a consistent and reliable time schedule.
- Maintains order and discipline on the bus.
- Ensures the safety of students when boarding and disembarking from the bus.
- Maintains accurate paperwork on students and route information.
- Ensures the assigned bus is maintained and meets all assigned maintenance appointments.
- Communicates with principals on all disciplinary matters.
- Attends all meetings and safety in-services.
- Performs related work as required.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. Some climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, and repetitive motions. Must be able to pass an annual physical to operate a school bus.