

RICHLAND COUNTY SCHOOL DISTRICT TWO

JOB DESCRIPTION (Revised December 2022)

JOB TITLE: Transition Bus Driver

FLSA Status: Non-Exempt

Pay Grade: Bus Driver Support Salary Schedule

Days of Work: 185 Days

GENERAL STATEMENT OF JOB

Safely operates a school bus in accordance with all applicable laws and regulations to transport students to and from school work-site locations and community activities. Responsible for supervising and supporting students participating in work-based and community activities as well as maintaining discipline of students. Reports to the Special Needs Transportation Manager and follows all procedures applicable to district bus drivers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operates a bus over a route that has been designated and approved by the district and the State Department of Education. Drives in a safe manner in accordance with all applicable transportation laws, to include laws applying to railroad crossings.

Operates equipment in accordance with all applicable laws and regulations. Performs pre-trip inspections, during operation inspections, observing bus gauges and ensuring all are in normal operating range, and performs post trip inspections of assigned vehicle.

Follows Transportation guidelines as they relate to wearing proper apparel, to include appropriate shirts, shoes (closed toe and closed heel), and a Richland School District Two identification badge. Exhibits acceptable employee conduct and presents a positive image of Richland School District Two during transportation, as well as in interactions with students, staff and employers. Complies with the District's board policies and designated procedures at all times.

On a daily basis, under the direction of high school Transition Specialists, supervises and supports students during work-based and/or community activities at designated sites. (NOTE: Student schedules and rosters for various work-site based programs will be determined by Transition Specialists.) Communicates with and responds to employer needs/concerns regarding students in the workplace. Reports all concerns and student/employer needs to the appropriate Transition Specialist.

Maintains proper discipline and safety among students being transported. Reports misconduct, accidents or other safety issues to the Transitions Specialist and the Special Needs Transportation Manager for appropriate action using designated incident report forms.

Additional driving duties outside of daily transition responsibilities, such as field trips, must be approved by the Special Needs Transportation Manager

Uses various cleaning agents in maintaining a clean appearance of equipment. Reports damage, vandalism or equipment failures to the Special Needs Transportation Manager immediately.

Maintains accurate and up-to-date daily records on mileage and time sheets. Provides written reports of road hazards on assigned routes.

Attends safety meetings and required training.

Operates a two-way radio to maintain communications with schools and the main transportation office.

Maintains a current, valid commercial driver's license and other operator certification, including a physical examination card, as required. Participates in pre-employment, random and/or accident related drug and alcohol testing as required by the U.S. Department of Transportation (DOT) and District policy. Maintains an acceptable driving record.

Performs other related duties as required.

JOB REQUIREMENTS

Education and Experience:

Required: Must possess a high school diploma/GED. Certified bus driver and Commercial Driver's License. Must have no more than four points against current driving record; no more than four points against her/his driving record in the past twelve months; and no license suspensions for moving violations in the past twelve months. Pass a South Carolina Law Enforcement Division (SLED) criminal background check

Preferred: Minimum 8 years of bus driving experience with an excellent motor vehicle driving record.

Knowledge:

Thorough knowledge of all state and federal laws and regulations, and safety procedures pertaining to the operation of a school bus. Knowledge of certification and licenses required for bus operation. Understands the limitations and hazards involved in operating assigned equipment. Knowledge of the requirements for maintaining the appearance of equipment. Knowledge of the proper forms and procedures to be completed for reporting student misbehavior, equipment failure, daily activity, mileage and time records. Knows the proper procedures for emergency situations. Knowledge of assigned bus route and the location of schools and other landmarks.

Skills/Effort:

Is able to operate a school bus in accordance with all state laws and regulations. Has the ability to carry out duties in extreme conditions of weather and noise. Is able to complete assigned tasks in a safe, timely, and effective manner. Is capable of applying common sense understanding and independent judgment in the performance of prescribed duties and tasks. Has the ability to communicate effectively with students, supervisors, co-workers, and the general public. Is able to maintain state certificate and commercial driver's license requirements. Possesses the ability to work under a degree of stress related to duties that require constant attention and awareness. Physical demands are related to the operation of a school bus wherein one is required to drive, operate handbrake and other controls, and maintain the cleanliness of equipment. For Special Needs Drivers, the physical demands will include the operation of a wheelchair lift and the lifting of handicapped children onto and off of the bus. Must be able to properly secure wheelchairs and secure seat belts and harnesses. Must be able to handle emergency situations in a calm and responsible manner, and be able to assist students in evacuating the bus under emergency conditions. Must be able to meet physical performance standards as outlined by the State Department of Education for school bus drivers. Those standards include the following:

- Must possess the ability to go up and down the school bus steps rapidly (3 times within 30 seconds).

- Must be able to alternate quickly between the throttle and the service brake (10 times in 10 seconds).
- Must be able to depress fully and maintain constant, unassisted pressure on the brake pedal for at least 60 seconds.
- Must be able to open and close a manually operated bus service door repeatedly and rapidly (3 times in 20 seconds).
- Must be able to move rapidly through the interior of the bus and exit from the rearmost floor-level emergency door, starting from a seat-belted position (within 20 seconds).
- Must be able to drag individuals rapidly in a bus emergency (125 pound object must be dragged 30 feet in 30 seconds).

Working Conditions:

Work is conducted primarily on a school bus where one is required to drive in varying weather conditions which means exposure to conditions such as heat, cold, rain, humidity, etc., and at times to drive on poor road conditions. Physical demands are related to the operation of a school bus wherein one is required to drive, operate handbrake and other controls, maintain cleanliness of equipment, and monitor the activities of passengers. Routine local travel is required to transport to and from school and other approved facilities; no overnight travel is required. Additionally, supervision and support is to be provided to students participating in work-site and community-based activities.

Responsibility:

No budgetary responsibility. Supervises students riding bus and provides support during work-site and community-based activities. Reports student progress and/or student/employer concerns to appropriate Transition Specialist. All administrative, employment and bus related issues will be addressed by the Special Needs Transportation Manager.

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.

EEO STATEMENT

Richland School District Two is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____