



JOB DESCRIPTION

Student Transportation Specialist

DEPARTMENT: Transportation	SCHEDULE: BUS
REPORTS TO: Transportation Supervisor	WORKDAYS: 183
CLASSIFICATION: Classified	FLSA STATUS: Non-Exempt
PCS CODE: 101	DATE: September 2025

Our Mission: In partnership with our community, we empower students to discover their potential and prepare for a successful future.

Our Core Values: Belonging, Learning, Continuous Improvement and Joy

Our Vision: Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

POSITION SUMMARY

Under general supervision, safely operates a School Bus or Activity Bus (vehicle) in accordance with all applicable state/federal laws, regulations, and District policies to transport students and/or other approved personnel to and from various school(s) or other designated facilities. Responsible for maintaining discipline among all students being transported. Provides appropriate assistance during transport and responds to medical emergencies as trained, ensuring the safe and dignified care of all students with medical needs while in transit.

MINIMUM REQUIREMENTS

Education:

High school graduate or General Education Diploma (GED).

Certification/License:

Must possess a valid South Carolina driver's license.

Must possess Certified Bus Driver and Commercial Driver's License.

Work Experience:

Must be at least 21 years of age with an excellent motor vehicle driving record.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of all state/federal laws, regulations, District policies, and safety procedures pertaining to the operation of a District school bus.
- Ability to operate a District school bus in accordance with all state/federal laws, regulations, District policies, and safety procedures.

- Ability to operate and secure wheelchairs, wheelchair lifts, seat belts, harnesses, and specialized medical equipment in a safe and efficient manner.
- Ability to drive in varying weather conditions including extreme heat, extreme cold, sometimes without operational cooling or heating devices, rain, humidity, etc., and poor road conditions.
- Ability to use sound judgment, work with noise distractions, and operate under a degree of stress in the performance of prescribed duties in a safe, timely, and effective manner.
- Ability to communicate in a positive, effective manner with students, parents, supervisors, colleagues, and the general public.
- Ability to handle emergency situations in a calm and responsible manner and the ability to assist students in evacuating the bus under emergency situations.
- Ability to anticipate work to be completed and initiate proper and acceptable direction for the completion of work with little to no supervision and instruction.
- Ability to apply judgment and complex logic in defining problems, collecting information, and drawing valid conclusions.
- Ability to maintain high standards of organization, accuracy, and timeliness in exercising duties.
- Ability to work independently and as a productive member of a team.

ESSENTIAL DUTIES

- Operates vehicles in accordance with all applicable state/federal transportation laws and SC Department of Education regulations, including railroad crossings.
- Complies with Richland Two Board policies and designated procedures at all times. Reports all driving violations to the Transportation Supervisor in accordance with District policy.
- Performs pre-trip inspections; ensures all equipment is properly stored; performs during-operation inspections to observe bus gauges and ensure all are in normal operating range; and performs post-trip inspections of assigned vehicles.
- Participates in regular training exercises and demonstrates proficiency in the use of assistive devices and specialized medical equipment required for student transport.
- Properly uses, handles, and secures specialized medical equipment required for medically fragile students, including but not limited to feeding tubes, tracheostomy tubes, EpiPens, oxygen tanks, and other assistive devices, in accordance with individual health plans and established safety protocols. Provides appropriate assistance during transport and responds to medical emergencies as trained.
- Maintains accurate and up-to-date daily records, including mileage and operational time. Operates a two-way radio to maintain communications with schools and the Transportation office.
- Transports students and/or other District approved personnel on designated, approved routes. Ensures that the student roster is up-to-date; riders are seated in assigned seats; and emergency evacuation procedures are reviewed with riders on a regular basis.
- Establishes a professional rapport with students and staff that fosters their respect. Displays the highest standards for ethical and professional behavior while working with students, parents, school personnel, District staff, community members, and other parties.
- Maintains proper discipline among students. Completes designated incident report forms. Reports escalated issues to Transportation Supervisor/school administration for appropriate disciplinary action. Promptly reports incidents or concerns such as fights, suspected alcohol or substance abuse, possession of weapons, student or other health/safety concerns, etc., adhering to appropriate policies and procedures.
- Promptly reports suspected instances of child abuse and/or neglect as required by applicable South Carolina laws, District policies, and school procedures.
- Uses good judgment in responding to emergency situations (e.g., health emergencies, run away situations, fights, injuries, etc.). Promptly reports observations and incidents to resolve safety or

health concerns; provides appropriate documentation; and communicates information to appropriate personnel.

- Coordinates the special needs of students on the assigned route with parents, teachers, aides, and school administrators.
- Administers general first aid when needed.
- Reports any vandalism or equipment failures to the Transportation Supervisor immediately.
- Returns the vehicle to the transportation lot in appropriate condition, with all personal belongings, trash, etc., removed. Maintains a clean appearance of the vehicle. Refuels and fills DEF after each use.
- Attends safety meetings and training to include bus evacuation procedures as required by the District and the South Carolina Department of Education (SCDOE). Attends yearly bus driver in-service programs before the start of each new school year.
- Maintains a current, valid commercial driver's license (CDL) and other operator certifications, including a physical examination card, as required. Successfully completes a yearly Physical Performance Test (PPT) and completes Behind The Wheel testing when required for compliance. Participates in random drug and alcohol testing as required by the U.S. Department of Transportation (DOT) and District policy. Maintains an acceptable driving record.
- Presents a positive image of Richland School District Two and complies with the District's Board policies at all times. Willingly accepts assigned responsibilities; and demonstrates pride in the education profession.
- Follows Transportation department guidelines as they relate to wearing proper apparel, including appropriate shirts, shoes (closed toe and closed heel), and a Richland School District Two identification badge.
- Demonstrates prompt, regular attendance and is available to work in-person designated business hours.
- Willingly performs other duties as assigned by the supervisor.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities and working conditions are representative of, but not intended to be, an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, Local, or District authorities, the requirements of this position may change to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for a period of time. Ability to see clearly at appropriate distances for operation of District vehicles.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.

Upper Body Mobility: Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh fifty (50) or more pounds on a frequent basis and pass the PPT exam.

Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Mental Requirements: Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgment; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance;

copy, compare, compile and coordinate information and records. Understands and adequately manages stressful situations.

Additional Work Conditions and Physical Abilities: Must meet physical performance standards (PPT) as outlined by the State Department of Education for school bus drivers.

Special Needs Drivers: physical demands include the operation of a wheelchair lift and the lifting of handicapped children onto and off of the bus; proper handling and securing of specialized medical equipment. Must be able to properly secure wheelchairs and secure seat belts and harnesses.

PPT Standards:

- 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 simulate a front door evacuation (45 seconds).
- Must be able to move rapidly through the interior of the bus, simulating a rear door evacuation drill with a student and exit from the rearmost floor. Level emergency door, starting from a seat position (within 1 minute and 15 seconds).
- Must be able to drag individuals rapidly in a bus emergency (125-pound object must be dragged 30 feet in 30 seconds).

Routine local travel is required to transport students. Reliable transportation required.

Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities and/or working conditions associated with the position. District management/administration reserves the right to modify, add, or remove duties and assign other duties as necessary.