



## JOB DESCRIPTION

### Student Transportation Specialist Trainer

<b>DEPARTMENT:</b> Transportation	<b>SCHEDULE:</b> 110
<b>REPORTS TO:</b> Transportation Training & Safety Manager	<b>WORKDAYS:</b> 225
<b>CLASSIFICATION:</b> Classified	<b>FLSA STATUS:</b> Non-Exempt
<b>PCS CODE:</b> 101	<b>DATE:</b> 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, assists the Transportation Training and Safety Manager and the Transportation Training and Safety Specialist in the implementation of a comprehensive safety and training program for the Transportation Department with a primary focus on promoting a culture of safety and competence by ensuring compliance with federal/state regulations and District policies. Conducts initial, remedial, and annual training sessions for bus driver trainees and current employees. Assists with the maintenance of certifications for all Transportation staff.

#### MINIMUM REQUIREMENTS

**Education:**

High School Diploma required.

Associate's Degree in any area related to the position preferred.

**Certification/License:**

Must possess a valid South Carolina driver's license.

Must possess a valid South Carolina Commercial Driver's License (CDL) with a South Carolina Department of Education (SCDOE) School Bus endorsement; SCDOE School Bus Instructor Certification; Operation Lifesaver Instructor Certification; and certification as a South Carolina Department of Public Safety (DPS) third-party tester within twelve (12) to twenty-four (24) months of hire.

**Work Experience:**

Three (3) to five (5) years of experience in school bus transportation; or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

**Other Requirements:** A maximum of four (4) points on the current South Carolina driver's license.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of all state/federal laws, regulations, District policies, and safety procedures pertaining to pupil transportation, including transportation of students with special needs.
- In-depth knowledge of school bus driver training and South Carolina CDL certification requirements for bus drivers. Proficient knowledge of the limitations and hazards involved in operating school buses.
- Knowledge of the District Emergency procedures and inclement weather plan.
- Expert ability to operate a District school bus in accordance with all state/federal laws, regulations, District policies, and safety procedures. 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.
- Proficient skills in business English; proficiency in preparing reports, correspondence, presentations, and other documents. Excellent customer service skills with the ability to communicate effectively with school and District staff in oral and written form.
- Demonstrated ability to provide training, professional development activities, and coaching for the Transportation staff. Ability to effectively convey complex information to diverse adult audiences according to their skill levels individually and in group situations.
- Ability to meet the physical expectations of the Physical Performance Standards (PPT) test. Ability to perform and administer the PPT test.
- 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 manage 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 District vehicles in accordance with all applicable state/federal Commercial Driver's License (CDL) compliance laws and South Carolina Department of Education (SCDOE) regulations, including railroad crossings.
- Delivers and evaluates classroom instruction of trainees for initial bus driver training, including but not limited to preparing training materials, delivering instruction, and assisting with the submission of payroll documents. Conducts pre-trip, behind-the-wheel training, and safety training for all new Student Transportation trainees. Conducts on-demand audit rides and remedial training as required.
- Ensures trainees and current employees are proficient in the use of proper forms and procedures for reporting student misbehavior, equipment failure, daily activity, mileage, and time records.
- Conducts CDL pre-trip, basic skills, and road tests to qualify trainees for school bus driver endorsements and restrictions on their commercial driver's licenses (CDL), in accordance with the Department of Public Safety (DPS) regulations. Conducts training and testing for SCDOE-mandated maintenance of certifications for school bus drivers.
- Evaluates school bus drivers and driver trainees on their ability to meet SCDOE physical performance standards (PPT).

- Assists with the maintenance of accurate and up-to-date driver and trainee records, ensuring all certification, recertification, driver's licenses, and compliance documents are current and meet DPS and SCDOE regulatory standards.
- Assists with annual safety reviews of bus routes, in particular proper routing across railroad tracks and other hazards.
- Uses good judgment in responding to emergency situations (e.g., health emergencies, run away situations, fights, injuries, etc.). Follows District protocols for handling/resolving emergency situations. Assists in conducting on-site safety investigations and accidents involving school buses. Promptly reports observations and incidents to resolve safety or health concerns; provides appropriate documentation; and communicates information to appropriate personnel.
- Adheres to the highest standards of confidentiality concerning sensitive matters, students, parents, and staff.
- Serves as a substitute bus driver on a regular basis to ensure the safe transportation of students to various schools and other authorized locations. Stays abreast of the daily expectations and functions of student transportation specialists. Routinely reviews District roadways, new construction, and changes to bus routes to provide up-to-date information to drivers.
- Participates in relevant training and certification, such as first aid and CPR, and regular collaboration with healthcare providers, parents, and school staff to stay current on each child's unique medical requirements. Responsible for the proper use, handling, and securement of specialized medical equipment required for medically fragile students, such as 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, ensuring the safe and dignified care of all students with medical needs while in transit.
- Complies with Richland Two Board policies and designated procedures at all times. Reports all driving violations to the Transportation and Training Manager in accordance with District policy.
- Establishes a professional rapport with staff that fosters their respect. Displays the highest standards for ethical and professional behavior while collaborating with school personnel, District staff, community members, and other parties.
- Maintains a current, valid commercial driver's license (CDL) and other operator certifications, including a physical examination card, as required. Completes all required trainer/tester certifications within twenty-four (24) months of hire.
- Successfully completes a yearly Physical Performance Test (PPT) and completes Behind The Wheel testing when required for compliance. Maintains an acceptable driving record.
- Participates in random drug and alcohol testing as required by the U.S. Department of Transportation (DOT) and District policy.
- 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.
- 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 public education profession.
- Demonstrates prompt, regular attendance and is available to work in-person designated business hours. Available to work in a virtual environment as required by the District. Available for after-hours and emergency response situations to ensure the safety of students.
- 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.

Routine local travel is required. Reliable transportation required.

**Special Needs Drivers:** physical demands include the operation of a wheelchair lift and the lifting of children with disabilities onto and off of the bus. 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).

***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.***