



## JOB DESCRIPTION

### Student Transportation Transition Specialist

<b>DEPARTMENT:</b> Transportation	<b>SCHEDULE:</b> BUS
<b>REPORTS TO:</b> Special Needs Transportation Manager/ Program Transition Specialist(s)	<b>WORKDAYS:</b> 183
<b>CLASSIFICATION:</b> Classified	<b>FLSA STATUS:</b> Non-Exempt
<b>PCS CODE:</b> 101	<b>DATE:</b> December 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 in accordance with all applicable state/federal laws, regulations, and District policies to transport students and/or other approved personnel to and from designated schools, work-site locations, and community activities. Responsible for supervising and supporting students participating in work-based and community activities, including maintaining appropriate discipline among students while in transit and at the workplace. 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.

Minimum of three (3) years of bus driving experience preferred.

#### 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.

- Knowledge of Special Education Transition program goals for work-based community activities.
- 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.
- 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 supervise and support an assigned group of Transition program students in community and school environments.
- Ability to communicate in a positive, effective manner with students, parents, supervisors, colleagues, work-site employers, and the general public.
- 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 be flexible in daily schedule starting and end times to meet the needs of the students and program, if necessary.
- Ability to partner with Transition programs at other high schools to assist with routes for absent drivers.
- 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 Special Needs Transportation Manager in accordance with District policy.
- Performs pre-trip inspections; ensures all equipment is safely 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 route information; records accurate 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 to community-based work sites. Ensures the daily schedule and a proper student roster has been received from the program Transition Specialist(s); all riders are seated; and emergency evacuation procedures are read to all riders prior to departure of the trip.

- Collaborates with the designated Transition Specialist(s) to ensure proper discipline of students. Reports escalated issues to the Transition Specialist and the Special Needs Transportation Manager to be addressed with the appropriate school representative. 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.
- At the direction of the program Transition Specialist(s), supervises and supports an assigned group of students during work-based and/or community activities at designated sites. Communicates with and responds to employer needs/concerns regarding students' performance in the workplace. Reports all concerns and student/employer needs to the appropriate Transition Specialist.
- Willingly adjusts starting and end times of the daily schedule as determined by the Transition program staff and Special Needs Transportation Manager to provide adequate supervision for students and meet the needs of the program.
- Takes responsibility for route coverage if there is a driver absence at another school to ensure all students attend their assignments for the day.
- At the direction of the Transition program teacher(s), provides assistance and support to assigned Special Education classroom(s) during the school day when support is not needed at the workplace.
- 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, workplace employers, community members, and other parties.
- 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 unique needs of students (medical, physical, emotional, social, etc.) on assigned routes with parents, teachers, Transition Specialists, and school administrators.
- Administers general first aid when needed.
- Reports any vandalism or equipment failures to the Special Needs Transportation Manager 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 as needed.
- 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, as applicable to the position.
- 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 public education profession.
- Follows Transportation department guidelines as they relate to wearing apparel appropriate to the workplace and classroom; 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 on-site in-person during designated business/ activity hours. Travels to local work-based sites on a regular basis.
- 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:** Local travel on a daily basis is required. Reliable transportation required. 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 disabled children 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.***