

## RICHLAND COUNTY SCHOOL DISTRICT TWO

### JOB DESCRIPTION (revised September 2022)

TITLE: School Bus Driver Trainee (Temporary)

FLSA: Non-Exempt

### GENERAL SUMMARY

Under the direction of Richland School District Two's Transportation Training Department, a Bus Driver Trainee will receive instruction and training for the purpose of acquiring the necessary skills, licenses, and certifications to safely and effectively operate a school bus with the district.

### ESSENTIAL FUNCTIONS

Following the run of a motor vehicle report, Bus Driver Trainees will be registered to complete a 20 hour state school bus driving course. After completing the 20 hour state school bus driving course, bus driver trainees must pass a test in order to receive a certification of course completion. After receiving the certification, trainees will go to the South Carolina Department of Motor Vehicles and take four (4) tests. The Transportation Training Department will assist trainees in the preparation for these tests by providing instruction, study materials and CDL manuals on an as needed basis.

The tests are as follows:

1. General Knowledge Test
2. Air Brake Test
3. Passenger Endorsement Test
4. Federal School Bus Endorsement Test

Upon passing these 4 tests (\$2.50 each), trainees will be issued a Class 'B' Commercial Beginner's Permit with 'P' and 'S' endorsements. All trainees must pass a drug screening and must complete a Department of Transportation ("DOT") physical examination. After the permit is obtained, trainees will be assigned to a trainer and will receive actual 'Behind the Wheel' driving training (minimum 20 hours) in preparation for the CDL tests. After trainees successfully obtain a SC Commercial Driver's License (CDL) with 'P' and 'S' endorsements, they may be transferred into a School Bus Driver position within the district.

### JOB QUALIFICATIONS

Requirements:

Applicants must have a high school diploma or equivalent in general education (G.E.D.). Applicants must have a minimum of 12 months of experience operating a motor vehicle. Applicants must not have more than 4 current points on their license or more than 4 points on their license in the previous 12 months. Applicants must not have had their license suspended in the previous 12 months for a moving violation. All applicants must submit to a criminal background check.

### Skills/Effort:

Trainees must be able to successfully complete all training and requirements necessary in order to operate a school bus in accordance with federal and state laws and regulations. Trainees must be able to carry out duties in extreme conditions of weather and noise. Trainees must be able to complete assigned tasks in a safe, timely, and effective manner. Trainees must be able to practice good judgment and understanding in the performance of assigned duties and tasks. Trainees must have the ability to communicate effectively with students, supervisors, co-workers, and the general public. Trainees must be willing to gain and maintain state certification and commercial driver's license requirements. Trainees must possess 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 outdoors while completing behind the wheel training, in which trainees are required to drive in varying weather and road conditions, to include, ice, heat, cold, rain, humidity, etc. Trainees may also be exposed to respiratory hazards, physical hazards, chemical hazards, fire hazards, electrical hazards and communicable diseases. Mental demands frequently require time pressures, change of tasks, irregular scheduled hours, performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work, and a noisy/distracting environment.

Responsibility:

Trainees are responsible for successfully completing the bus driver trainee program. Trainees must demonstrate proficiency and understanding in the following areas: Federal, State, County, district and department procedures, policies, laws, regulations; inspections, reports and documentation; bus and passenger safety; customer service; routes and directions; and driving. Failure to demonstrate proficiency and understating in all areas at designated evaluation points will result in removal from the training program

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.

SIGNATURES:

\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_