



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

DATE

POSITION:

TRANSPORTATION ASSISTANT/SCHOOL VEHICLE DRIVER INSTRUCTOR

LOCATION:

Student Transportation

POSITION SUMMARY:

Incumbent must plan and conduct drivers' safety in-service for current bus drivers. This trainer also plans and conducts pre-service instruction both in the classroom and on-the-road for new driver candidates. This employee performs on-the-road evaluations and manifest reviews. Providing office support to maintain records and provide customer service is also an expectation.

REPORTS TO:

Director of Student Transportation

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. High school diploma or possession of a general education development (GED) program certificate
2. Certification in Calvert County as a school vehicle driver, or ability to earn such within 90 days.
3. Class "B" Commercial Driver's License with school vehicle/school bus and air brake endorsements.
4. State of Maryland Certification as a School Bus Driver Instructor, or completion of course within 90 days.
5. Certification from State of Maryland in "Techniques of Fingerprinting," or ability to earn such within 90 days.
6. Experience in transportation, administration, and/or logistics preferred.
7. Ten years' experience as a bus driver is preferred. Five years of experience as a driver trainer is preferred. Experience in the operation of a bus company or transportation operation is preferred.

KNOWLEDGE, ABILITIES, AND SKILLS:

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Designs and implements instructional programs for school vehicle driver trainees, both in the classroom and on the road. Accompanies all Commercial Drivers License-eligible candidates to Motor Vehicle Administration for testing.
2. Evaluates the progress of school vehicle driver trainees and makes recommendations to the Director of Pupil Transportation for certification as school vehicle drivers.
3. Designs and implements in-service safety training programs in safe driving techniques and federal, state and local regulations, and local policies and procedures for school vehicle drivers; prepares lesson plans and records data.
4. Explains and demonstrates best practices related to driving skills, the proper use of safety devices, approaching bus stops, loading and unloading riders, and the use of emergency equipment. Re-trains certified drivers, as needed.
5. Audits route performance of school vehicle drivers and recommends safe bus stops and bus locations.
6. Facilitates the implementation of the alcohol and controlled substance testing program, is responsible for completing necessary reports, and organizing records pertinent to the program.
7. Designs and implements safety instruction programs for school children.
8. Responds to accident scenes and investigates school vehicle accidents. Compiles information to complete accident reports for submission to appropriate agencies.
9. Serves as both facilitator and member of the Accident Review Committee which determines preventability of accidents.
10. Maintains records of buses, driver certification, driver training, current drivers, the Accident Review Committee, and the alcohol and controlled substance testing program.
11. Report problems related to equipment, schedules, and conditions which face the driver to the appropriate personnel.
12. Review new materials and methods relative to updating our present system to insure compliance with Federal, State, and Local requirement.
13. Assists supervisory staff of Student Transportation in school bus routing and scheduling.
14. Maintains substitute driver list.
15. Ability to handle stressful situations and make appropriate decisions in emergency situations.
16. Thinks, concentrates, and interacts positively with others.
17. Comes to work regularly and promptly.
18. Works under stress and meets deadlines.

OTHER DUTIES:

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)

1. Participate in driver instructor workshops under the auspices of Maryland State Department of Education (M.S.D.E.) and willingness to participate in other instructor in-service opportunities.
2. Performs related work as required or assigned by the Director of Student Transportation and/or designee.

PHYSICAL DEMANDS:

Work requires occasional light, physical effort. Tasks include moving materials, setting up audio-visual equipment and setting up training courses.

UNUSUAL DEMANDS:

May be subject to a flexible work schedule. May be asked to assess road and weather conditions throughout the county during times of predicted inclement weather.

TERMS OF EMPLOYMENT:

Twelve (12) month position and salary commensurate with qualifications applied to the salary schedule for support employees (Scale 14). All employees are encouraged to have automatic payroll deposit.

FLSA STATUS:

Non-exempt

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION:

Immediate Vacancy

APPLICATION PROCEDURE:

This posting will remain open until filled.

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools' website – www.calvertnet.k12.md.us.

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocracas.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocracas.ed.gov> or call 1-800-421-3481.