

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

BUS DRIVER TRAINER

POSITION: Bus Driver Trainer

REPORTS TO: Director of Transportation

LOCATION: Division of Supporting Services

NATURE OF WORK:

The primary scope of the Bus Driver Trainer's duties will be to train new school bus drivers and school bus attendants, provide continuous in-service training to all current school bus drivers and school bus attendants, and provide retraining to current school bus drivers and school bus attendants on a case by case basis. In addition, this position will investigate concerns received by the Department of Transportation, assist with teaching students about school bus safety, assist with school bus inspections, and assists with other items that may be assigned by the Director of Transportation.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Develops, schedules, and conducts both classroom and behind-the-wheel pre-service instruction programs for new school bus drivers and school bus attendants, in accordance with federal, state, and local laws and requirements
- Works with other Department of Transportation staff to develop, schedule, and conduct in-service instruction programs for current school bus drivers and school bus attendants, in accordance with federal, state, and local laws and requirements
- Evaluates school bus drivers and school bus attendants, in accordance with federal, state, and local laws and provides retraining as necessary
- Ensures school bus drivers and school bus attendants have met the requirements prior to being certified
- Provides retraining to school bus drivers and school bus attendants as needed
- Investigates and addresses concerns received by the Department of Transportation regarding school bus drivers and school bus attendants
- Assists in school bus inspections in accordance with federal, state, and local laws and requirements
- Assists schools with teaching bus safety items to students and parents

- Assists with bus stop reviews, and evaluate school bus routes and school bus stops
- Become a Member of the Accident Review Committee
- Reviews materials and methods relative to updating safe driving practices
- Responds to school bus accidents
- Performs other related and non related job duties as assigned

QUALIFICATIONS

Required:

- High School Diploma or GED
- Three (3) years of satisfactory service as a certified public school vehicle driver in Maryland
- Possesses a valid commercial driver's license with passenger and air brake endorsements
- Has completed or pledges to complete the MSDE school bus driver instructor workshop and the required behind-the-wheel program within a year of being hired
- Must be able to meet all the certification requirements to be a school bus driver for St. Mary's County Public Schools.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 17.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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