

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

SCHOOL BUS DRIVER

POSITION: School Bus Driver

REPORTS TO: Director of Transportation or designee

LOCATION: Division of Supporting Services

NATURE OF WORK:

This position is responsible for operating a school bus and transporting students.

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
- Possess effective organizational skills
- Ability to work independently
- Possess effective written and oral communication skills
- Ability to follow both written and verbal instructions
- Ability to work under pressure
- Ability to drive the bus and follow the assigned bus route(s)
- Possess knowledge and meet all federal, state, and local laws and requirements for operating a school bus
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Drives bus routes as assigned, in-county or out-of-county
- Drives field trips as needed
- Drives for emergency situations as needed
- Completes a written report in the event of an accident
- Maintains order on the bus
- Assists with restraining students if required
- Assists aide in the loading and unloading of students
- Assists in administering first aid if required
- Performs other related and non-related job duties as assigned.

QUALIFICATIONS:

Required:

- Must be a certified bus driver for St. Mary's County Public Schools
- Possess a valid commercial driver's license, Class B with passenger and air brake endorsement
- Pass a Maryland Motor Vehicle Administration physical examination
- Forty-eight (48) semester credits or two (2) years of experience

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE: The salary for this position will be based on EASMC-ESP salary schedule for Bus Drivers and Attendants ten-month seven-hour employees – Range 11.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Revised: 07.2024, 5.2025