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**Job Title:** Driver Trainer/3<sup>rd</sup> Party Tester

**Supervisor:** Director of Transportation

**Terms of Employment:** 240 days

**Essential Duties:**

1. Provide classroom instruction for potential school bus drivers.
2. Maintain and submit proper paperwork to the State Department of Education relating to classroom instruction.
3. Conduct 10 hours of behind-the-wheel training for all new school bus drivers.
4. Test applicants for State and CDL requirements for behind the wheel.
5. Provide 10 hours of module training to all licensed school bus drivers.
6. Administer behind the wheel training requirements for all licensed drivers every 2-1/2 years or as needed.
7. Drive a bus route when deemed necessary by the Director of Transportation.
8. Ride with a licensed bus driver during regular bus routes.
9. Maintain all certifications to current standards.
10. CPI training and certification yearly for drivers as needed.

**Other Duties:**

Perform other tasks as may be designated by the Executive Director of Transportation.

**Job Specifications:**

Performance of this job will be evaluated annually in accordance with provisions of the District's policy on Evaluation of Professional Personnel.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. SCDE certified teacher of driver education and/or certified teacher in a field other than driver education, or, non-certified teacher/employee with a high school diploma or GED.
2. Commercial Driver's License with Passenger and School Bus Endorsements.
3. Minimum of three years school bus driving experience.
4. Minimum of three years of experience in school bus transportation or related transportation experience.
5. Five years of classroom teaching, training and/or public speaking experience.
6. Two years of bus driver training experience required.
7. No chargeable accidents on driving record within past three years.
8. No more than four points against current driver's license.
9. Must be able to obtain and maintain third party driver training status with the South Carolina Department of Motor Vehicles.



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10. Must be able to obtain and maintain School Bus Classroom and Behind-the Wheel Training Instructor status with the South Carolina Department of Education.
  11. Ability to work well with administrators and bus drivers.
  12. Strong communication skills required.
  13. Strong organization skills.
  14. Computer skills in Excel and Microsoft Windows applications.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Pay Grade:** 106

Please click [here](#) for salary scales.

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***

*Revised 10-30-2025*