



Job Title: Special Needs School Bus Driver

Supervisor: Special Needs Bus Supervisor, Bus Supervisor at area High School or High School Principal

Terms of Employment: 180 days

Job Summary:

Supervise students on bus, maintain time frame, safeguard equipment and transport students to and from school on time and safely.

Essential Duties:

1. Keep accurate records, time sheets and mileage reports, etc.
2. Control students in a firm and safe atmosphere creating the least discipline problems possible.
3. Cooperate with investigations of liability of accidents involving state owned school buses transporting students to and from public schools in Horry County.
4. Assist with details pertaining to pupil insurance coverage.
5. Establish and maintain a workable relationship with students and parents.
6. Keep equipment clean inside and outside.
7. Drive bus safely maintaining state and county guidelines.

Other Duties:

The holder of a Commercial Driver's License must comply with Horry County Schools and Federal requirements pertaining to alcohol and controlled substances testing.

Job Specifications:

Performance of this job should be evaluated daily or as problems arise. The holder of a Commercial Driver's License must comply with the Horry County Schools and Federal requirements pertaining to alcohol and controlled substances testing.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Must meet the NCLB requirements for a paraprofessional which includes one of the following: Minimum of 60 college credit hours or an Associate's Degree or Paraprofessional certificate (Earned by scoring a minimum of 456 on the exam).
2. At least 18 years of age.
3. Have a valid South Carolina Commercial Driver's License (CDL) which must not have more than four (4) points against his/her driving record in the previous twelve (12) months. Drivers accumulating more than four (4) points after employment must be placed on probation, suspension without pay or terminated as deemed appropriate by the school district based on the nature and severity of the driving offense(s). Upon receipt of a ticket for DUI (drugs or alcohol), the driver will be suspended without pay and if the driver is convicted of a DUI, the driver shall be terminated.



4. School Bus Driver must maintain a current DOT Physical as determined appropriate by the district.
5. Satisfactorily complete the state school bus driver training course and receive a School Bus Driver's Certificate that will entitle the holder to operate a state-owned school bus in the state of South Carolina for a period of one (1) year. The driver must complete 10 hours of module training each year to receive a new certificate.
6. **Bus Drivers are required to take the School Bus Driver Physical Performance Test (PPT).** The certification of ALL new school bus drivers will include PPT in conjunction with the behind-the-wheel training and testing.
7. Existing licensed/certified school bus drivers will be required to pass the PPT when they renew their CDL license (once every five years) and as a part of their interim behind-the-wheel assessment (occurring during the third year of license certification).
8. Proof of American Citizenship or Employment Authorization.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms and pull the emergency brake; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 125 pounds.
- Must be able to exit through the rear emergency exit of the bus.
- Must be able to drag 125 pounds 30 feet in 30 seconds.
- Must be able to go up and down the school bus steps rapidly three times.
- Must be able to hold the brake pedal down for sixty (60) seconds.
- Must be able to alternate quickly between the throttle and the service brake.
- Must be able to open and close a manually operated bus service door.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Manual dexterity for the purpose of using a telephone and data entry.
- Read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

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: 104-105 (Depends on education) (*Salary to be established by the State Department of Education and/or supplemented with county funds.*)

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.

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