CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

JOB DESCRIPTION

POSITION	School Vehicle Operator
DEPARTMENT	Transportation
LOCATION	
REPORTS TO	Director of Transportation
ANNUAL WORK SUMMARY	11 months per year, 210 days per year, 7 hours per day.
WAGE/PAY RATE	Scale 12: $23.10/hr - $29.29/hr
FLSA STATUS	Non-exempt
APPLICATION DEADLINE	
EFFECTIVE START DATE	
POSITION SUMMARY	Under the direction of the Director of Transportation, this position will assist the department with the transportation of identified students that cannot be transported by normal means for a variety of reasons.

EDUCATION, CERTIFICATION AND EXPERIENCE

1. High school diploma, GED or equivalent.
2. Minimum of 21 years of age.
3. Have five (5) years of satisfactory driving experience and be without a DWI/DUI for a minimum of 10 years.
4. Have no more than two (2) current points on their driving record.
5. Possess a valid driver's license

SPECIAL REQUIREMENTS

None

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:

1. Be in good health, mature, able to discharge the duties of the positions, and able to command the respect of others.
2. Demonstrate ability to work independently and be self-motivated with minimal supervision.
3. Demonstrate ability to read/write/speak the English language sufficiently to converse with students, parents, staff, and other stakeholders.
4. Receive a negative result from a required pre-employment drug screen.
5. Demonstrate ability to work well with and manage and de-escalate students who may be exhibiting dysregulated behaviors.
6. Demonstrate ability to follow GPS directions if needed.
7. Demonstrate ability to adapt to last-minute changes.

8. Demonstrate regular and predictable attendance.
9. Demonstrate success in accomplishing tasks akin to those responsibilities listed below.
10. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

1. An annual Department of Transportation (DOT) physical clearance is required.
2. Transport passengers safely to and from various schools/programs/destinations.
3. Maintain appropriate student management.
4. Ensure that the vehicle is always clean and in safe driving condition utilizing a pre-trip inspection.
5. Maintain accurate records and submit reports as required.
6. Attend all required in-service training courses to maintain qualifications.
7. Interact with students, assistants, and parents in a positive manner.
8. Be punctual and have good attendance.

OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

Performs related work as required or assigned by the Director of Transportation or designee.

PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS

Position requires significant periods of sitting. Ability to lift/carry a minimum of 60 lbs.

UNUSUAL DEMANDS

Included to the Motor Vehicle Administration (MVA) License Monitoring System; Schedule may be subject to last-minute changes.

EVALUATION

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

APPLICATION PROCEDURE

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools website.

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, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national original, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

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://ocrcas.ed.gov/ or call 1-800-421-3481.