



Job Title: Clerk V- Driver/Trainer

Division: Support Services

Department: Transportation

Terms of Employment: 220 days

Reports to: Director of Transportation

Function:

- To provide quality State and CDL training and testing for all current and potential school bus drivers.
- Conduct school bus driver certification classes.
- Must be willing to drive a bus route when deemed necessary by the Director of Transportation.

Qualifications:

- 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.
- Commercial Driver's License with Passenger and School Bus Endorsements.
- Minimum of three years school bus driving experience.
- Minimum of three years of experience in school bus transportation or related transportation experience.
- Five years of classroom teaching, training and/or public speaking experience.
- Two years of bus driver training experience required.
- No chargeable accidents on driving record within past three years.
- No more than four points against current driver's license.
- Must be able to obtain and maintain third party driver training status with the South Carolina Department of Motor Vehicles.
- Must be able to obtain and maintain School Bus Classroom and Behind-the Wheel Training Instructor status with the South Carolina Department of Education.



- Ability to work well with administrators and bus drivers.
- Strong communication skills required.
- Strong organization skills
- Computer skills in Excel and Microsoft Windows applications.

Performance Responsibilities:

Provide classroom instruction for potential school bus drivers.

Maintain and submit proper paperwork to the State Department of Education relating to classroom instruction.

Conduct 10 hours of behind the wheel training for all new school bus drivers.

Test applicants for State and CDL requirements for behind the wheel.

Provide 10 hours of module training to all licensed school bus drivers.

Administer behind the wheel training requirements for all licensed drivers every 2-1/2 years or as needed.

Drive a bus route when deemed necessary by the Director of Transportation.

Ride with a licensed bus driver during regular bus routes.

Other Duties:

Perform such other duties as may be assigned by the Director of Transportation.

Maintain all certifications to current standards.

CPI training and certification yearly for drivers as needed.

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.