

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

BUS DRIVER TRAINER

POSITION: Bus Driver Trainer
REPORTS TO: Director of Transportation
LOCATION: Division of Supporting Services

NATURE OF WORK:

The primary scope of the Bus Driver Trainer's duties will be to train new school bus drivers and school bus attendants, provide continuous in-service training to all current school bus drivers and school bus attendants, and provide retraining to current school bus drivers and school bus attendants on a case by case basis. In addition, this position will investigate concerns received by the Department of Transportation, assist with teaching students about school bus safety, assist with school bus inspections and also assist with other items that may be assigned by the Director of Transportation.

ESSENTIAL FUNCTIONS:

- Ability to work with school staff, parents, school bus drivers and school bus attendants;
- Ability to work positively with students;
- Ability to communicate effectively both orally and in writing;
- Ability to use Microsoft Office Products; and
- Ability to be flexible with schedules to meet training and evaluation requirements.

DUTIES AND RESPONSIBILITIES:

- Develops, schedules and conducts both classroom and behind-the-wheel pre-service instruction programs for new school bus drivers and school bus attendants in accordance with federal, state and local laws and requirements;
- Works with other Department of Transportation staff to develop, schedule and conduct in-service instruction programs for current school bus drivers and school bus attendants in accordance with federal, state and local laws and requirements;
- Evaluates school bus drivers and school bus attendants in accordance with federal, state and local laws and requirements and provides retraining as necessary;
- Ensures school bus drivers and school bus attendants have met the necessary requirements prior to being certified;
- Provides retraining to school bus drivers and school bus attendants as needed;
- Investigates and addresses concerns received by the Department of Transportation regarding school bus drivers and school bus attendants;
- Assist in school bus inspections in accordance with federal, state and local laws and requirements;
- Assist schools with teaching bus safety items to students and parents;
- Assist with bus stop reviews, evaluate school bus routes and school bus stops;
- Become a Member of the Accident Review Committee;
- Reviews materials and methods relative to updating safe driving practices;
- Responds to school bus accidents; and
- Other duties as assigned.

QUALIFICATIONS:

- Graduation from high school or a state high school equivalency certificate;

- Three years satisfactory service as a certified public school vehicle driver in Maryland;
- Possesses a valid commercial driver's license with passenger and air brake endorsements;
- Has completed or pledges to complete the MSDE school bus driver instructor workshop and the required behind-the-wheel program; and
- Must be able to meet all the certification requirements to be a school bus driver for St. Mary's County Public Schools.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 16.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP