



## Bus Driver

**Classification:** Non-exempt  
**Status:** Part-time  
**Reports to:** Transportation Coordinator  
**Location:** Assigned bus route

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### JOB DESCRIPTION:

#### Summary/Objective:

The Bus Driver is responsible for executing the coordinated bus routes safely and efficiently, maintain transportation and emergency forms, and collaborate with assigned bus monitor.

#### Essential Functions:

##### *Transportation Services:*

- Maintain a fixed bus route based on current program enrollment.
- Operate the bus safely by adhering to established policies and procedures and Performance Standards 1310.10 (d)(1-4)(e)(f)(g) and 1310.15(a)(b)(c)(d)
- Provide transportation services that are in accordance with the American's with Disabilities Act.
- Complete pre and post-trip inspections on a daily basis and ensure that the assigned bus is equipped with a communication system, labeled first aid kit, a fire extinguisher, and a labeled seat belt cutter.
- Maintain accurate records on vehicle maintenance.
- Report all maintenance and supply requests to the Transportation Coordinator.
- Complete three emergency evacuation drills yearly.
- Respond to emergency situations in a calm and effective manner.
- Maintain a bus that is free of debris and hazards.

##### *Transportation and Emergency Information:*

- Maintain accurate transportation and emergency information on each child assigned to your fixed bus route.
- Complete agency forms including but not limited to Report to Parent, In-house Referral, Temporary Exclusion, and In-house Accident Reports when needed.
- Provide updated transportation and emergency information to the Center Manager, Family Service Worker, and Teacher.
- Complete Transportation Accountability forms on a daily basis.
- Follow established policies regarding alternate emergency pick-up.
- Collaborate with the assigned bus monitor to provide positive guidance to children.
- Contact parents when the bus is not running or will be late.
- Provide parents/guardians with pedestrian safety information.
- Responsible for reporting and following the Child Abuse and Neglect Reporting Procedures
- Be a positive role model by maintaining the highest level of professional and ethical behavior throughout your interactions with both internal and external customers. Uses technology for the completion of specified job duties.
- Attends work regularly per assigned work schedule and in accordance with Agency policy.
- Attends and participates with in-service training, staff meetings and other activities to facilitate professional development.

- Works cooperatively with others including all staff, supervisors, administrators, co-workers, community professionals, clients, vendors and the public.
- Follows instructions and abides by Agency policies and procedures.
- Assumes other duties, responsibilities and special projects as needed

**Secondary Functions:**

- Works cooperatively and effectively with Agency volunteers maximizing the volunteers' experience while meeting the needs of the programs.

**Physical Demands:**

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.

- ✓ Ability to work in an moving vehicle environment.
- ✓ Ability to sit for long periods of time.
- ✓ Ability to walk up and down stairs.
- ✓ Meet any physical, mental and other requirements of maintaining a CDL-S license.
- ✓ Ability to lift over 50 lbs.
- ✓ Ability to bend, lift and carry.
- ✓ Must be able to maintain a safe environment for up to 20 people. This includes, but is not limited to the physical ability to evacuate students and clients during disaster drills and emergency situations.
- ✓ Full awareness of environmental stimuli
- ✓ Full range of motion above the head.
- ✓ Ability to operate a motor vehicle.

**Education:**

**High school diploma or GED**

Current Maryland Commercial Driver's License (CDL), with "S" endorsement and certificate of completion of the written knowledge exam

Knowledge of current Maryland School Bus Safety Regulations as per the Maryland Motor Vehicle Administration

Basic understanding of child development and guidance techniques

**Experience:**

Minimum of one year driving a school bus

**\*\*\*\*Must be able to work both the morning and afternoon runs. \*\*\*\***

**Abilities and Skills:**

- ✓ Effective decision-making and problem solving skills.
- ✓ Effective communication skills, both oral and written.
- ✓ Must be organized, flexible and dedicated to quality service delivery.
- ✓ Ability to work independently and collaboratively with others.
- ✓ Ability to prioritize and manage multiple tasks effectively.
- ✓ Demonstrate integrity and ethical standards in job performance.
- ✓ Ability to communicate effectively, both orally and in writing across all levels of the organization.
- ✓ Ability to work with sensitive information and maintain a high degree of confidentiality.
- ✓ Ability to read, writes, comprehend and speak English.
- ✓ Ability to communicate on the telephone.
- ✓ Ability to complete tasks with numerous interruptions.
- ✓ Ability to work with little to no direct supervision.
- ✓ Ability to demonstrate compassion and respect for persons with economic challenges.



**Community Action Council**  
of Howard County  
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**AAP/EEO Statement:**

Community Action Council of Howard County is an equal opportunity employer.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

NOTE: At the discretion of the Personnel Officer, additional related experience and/or education may be substituted in lieu of the requirements specified above under Education and Experience.

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Employee Signature

\_\_\_\_\_  
Date