



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: staffmanagement@hcps.org

www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

SCHOOL BUS DRIVER Transportation Department

This position carries the responsibility of transporting Harford County Public School students to and from school and on assigned field trips in a safe and efficient manner.

DUTIES AND RESPONSIBILITIES INCLUDE

These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

-  Operates a school bus in a safe manner, obeying all state laws and local policies.
-  Performs field trips as assigned.
-  Displays appropriate conduct at all times when representing Harford County Public Schools.
-  Maintains a clean and sanitary school bus.
-  Detects and immediately reports mechanical problems or any defects of the bus to the appropriate personnel.
-  Works cooperatively with the school bus attendant and with Transportation Department, county and school staffs.
-  Proficient in the use of and able to clearly demonstrate the proper use of a wheelchair lift, wheelchair tie downs (side, forward (L/over center buckle), retractor) and orthopedic devices.
-  Complies with HCPS policies and procedures at all times. Effectively controls emergencies utilizing the appropriate procedures.
-  Remains free of controlled substances contained within the Harford County Public School Bus Operator Controlled Substances Testing Policy.
-  Performs other operator related duties as outlined in the HCPS School Bus Driver/Attendant Handbook and Administrative Procedures.

SALARY

Starting hourly rate of \$20.68

REQUIREMENTS

-  Must hold and maintain a valid Maryland (or state of residency) Commercial Driver's License with all required endorsements.
-  Must satisfy all requirements listed in the Code of Maryland Regulations 13A.06.07.
-  Able to communicate effectively with fellow employees, students and the public.
-  Able to lift 40 pounds.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online employment applications will be accepted **until filled**.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools: Involving students, refer to: Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at

(410) 375-0408 or Kenneth.Miller@hcps.org; Involving all other members of the school community, refer to: Renee McGlothlin, 102 South Hickory Avenue, Bel Air, MD 21014 at (410) 809-6087 or Renee.McGlothlin@hcps.org. Discrimination complaints may also be filed with other agencies, such as the Office of Civil Rights in the United States Department of Education. Assistant Secretary for the Office of Civil Rights: 400 Maryland Avenue, SW, Washington, D.C. 20202, 1-800-421-3481. For updated information on the Board of Education, visit www.hcps.org.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE