

HARFORD COUNTY PUBLIC SCHOOLS

POSITION DESCRIPTION

TITLE: Alternative Vehicle Driver (non-benefited, part-time position)

REPORTS TO: Supervisor of Transportation

DEPARTMENT: Transportation

POSITION SUMMARY:

To transport assigned student(s) to and from school, conduct pre-trip inspections of assigned vehicle, ensure vehicle is safe and presentable, maintain discipline, and prepare incident documents when appropriate.

ESSENTIAL FUNCTIONS:

These 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.

1. Operates a school alternative vehicle in a safe manner, obeying all state laws and follows all HCPS policies and procedures at all times.
2. Assists student(s) and other passengers (e.g., seating, restraints, special equipment, etc.) for the purpose of providing safe loading and unloading from vehicles including both emergency situations and normal transport.
3. Controls emergencies utilizing the appropriate procedures.
4. Displays appropriate conduct at all times when representing Harford County Public Schools.
5. Demonstrates the proper use of student car seats and other required safety equipment to meet the needs of the student during transport.
6. Detects and immediately reports mechanical problems or any defects of the assigned vehicle to the appropriate personnel.
7. Works with the teachers, administrators, and transportation staff to meet the specialized needs of the assigned student(s), as necessary.
8. Monitors the behavior of student(s) on the alternative vehicle and takes appropriate measures to ensure the safety and integrity of the ride.
9. Maintains communication and correspondence between the home and school.
10. Maintains a clean and sanitary vehicle.
11. Attends meetings, trainings, etc. for the purpose of maintaining skills and meeting district and state requirements.
12. Maintains a clean and professional appearance.

OTHER RESPONSIBILITIES:

- Performs other work-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Must hold and maintain a valid Maryland Driver's License. (no more than 2 points on current driving record)
- Must be able to pass DOT physical. Remain free of controlled substances and successfully pass random drug and alcohol tests.
- Must satisfy all requirements listed in the Code of Maryland Regulations for alternative school vehicle drivers.
- Able to read and understand communication regarding student information and maintain confidentiality.
- Able to communicate effectively with fellow employees, students, and the public, as well as provide written and oral reports to school personnel and supervisor as required.

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Alternative Vehicle Driver

- Physically able to perform the essential functions, with or without reasonable accommodations, of the everyday responsibilities including safely ascending and descending bus steps multiple times, able to lift 40 pounds, drag 40 pounds for 30 feet, squat, kneel and operate all emergency exits and follow proper procedures for safe emergency evacuations.
- Specific skills as directed to by administrators or school personnel to meet the needs of the students.

Approved: _____
Assistant Superintendent for Human Resources

Date: _____

Signature date of previous version:

N/A