



Human Resources Office

102 S. Hickory Avenue
Bel Air, Maryland 21014
410-588-5226 - www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

January 18, 2022

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.

TRANSPORTATION COORDINATOR

Under limited supervision of the Director of Transportation or designee, the Transportation Coordinator prepares candidates through instruction and ongoing training to obtain and maintain HCPS certification as a school bus driver and/or school bus attendant, as required under COMAR 13A.06.07. The incumbent develops and delivers safety presentations and instruction for in-service and pre-service meetings and conducts behind-the-wheel training. The Coordinator manages all departmental activities associated with the certification, employment and induction process for HCPS and contractor bus staff in accordance with all federal, state, and local requirements. The Coordinator utilizes the HCPS evaluation process to ensure safety standards are met by bus personnel and provides corrective action as needed. This position responds to emergency situations and works collaboratively with school administration to provide safe transportation and excellent service. In addition, the Coordinator provides training for and oversight of driving performance for all system-owned vehicles.

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.

- Trains, evaluates, and certifies drivers and bus attendants to transport HCPS students and authorized personnel. Develops and conducts classroom training for new applicants as per COMAR and HCPS requirements.
- Develops and conducts pre-service and in-service safety meetings in compliance with MSDE/COMAR requirements. Maintains all records for compliance with all federal, state and local requirements.
- Instructs National Safety Council Defensive Driving and First Aid and all other required courses.
- Develops curriculum for the pre-service training program in accordance with federal, state and local policies.
- Provides support to the school community by collaborating with the school-based administrators.
- Instructs and supervises driver trainees to drive school buses leading to the successful passing of the Maryland Commercial Driver's licensing examination to include air brake, passenger and school bus endorsements.
- Supervises and evaluates driver performance through an on-board school bus evaluation process in alignment with COMAR and HCPS requirements.
- Administers progressive discipline to drivers and attendants as needed.
- Provides supervising staff with recommendations for hiring and termination of HCPS bus transportation staff.
- Provides supervising staff with recommendations for certification and if warranted decertification of school bus drivers.
- Receives, evaluates and maintains accurate, complete and confidential records in compliance with the DOT/State Department Drug and Alcohol program in Section Title 49 CFR, Part 40.
- Receives, evaluates and maintains accurate, complete and confidential records in compliance with the physical qualifications contained in Section 391.41(b), Title 49 CFR of the Federal Motor Carrier Regulations.
- Facilitates accident review meetings, maintains accurate and complete records of annual accident detail, and submits required reports to MSDE.
- Acts as the liaison between the transportation department and local law enforcement regarding violations relating to HCPS owned vehicles and school bus transportation.
- Creates and develops safety programming within the community including events, displaying informational literature, and creating and publishing newsletters pertaining to public school transportation.

	<ul style="list-style-type: none"> Utilizes electronic records to maintain accurate record keeping and data for all certified driver/attendant and trainees. Responds to emergency situations as needed and assists with inclement weather information coordination. Serves as a substitute driver/attendant, on an as needed basis. Performs other work-related duties as assigned. Able to work flexible hours This is an exempt position
SALARY	<ul style="list-style-type: none"> Salary is in accordance with the Non-Certificated Administrative, Technical and Supervisory Professionals salary schedule, Grade A (\$69,052 - \$83,429)
REQUIREMENTS	<ul style="list-style-type: none"> High school diploma or GED. Associate of Arts Degree is preferred. Five years of experience as a school bus driver. Possess excellent communication and human relation skills; conforms to confidentiality ethics. Excellent computer skills including Microsoft Word, Access, Excel and PowerPoint. Possess a Maryland CDL license with an excellent Motor Vehicle Administration driving record Must have and maintain all required special needs certifications. Qualifications for the following requirements must be met within six months of employment date: <ul style="list-style-type: none"> Certified as a National Safety Council Defensive Driving Instructor. Certified as a driving instructor by the Maryland State Department of Education. Certified as a First Aid and CPR/AED Instructor. Able to lift 40 pounds for demonstration and training purposes. Able to pass an annual Department of Transportation physical examination. Must satisfy all requirements listed in the Code of Maryland Regulations 13A.06.07 for school bus drivers and school bus attendants.
HOW TO APPLY	Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at www.hcps.org . If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.
DEADLINE	Online applications will be accepted for this vacancy until Thursday, January 27, 2022.

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 may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE