



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

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www.hcps.org

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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.

ALTERNATIVE VEHICLE DRIVER – PART TIME MULTIPLE VACANCIES – UP TO 5 AVAILABLE

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.

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 alternative vehicle in a safe manner, obeying all state laws and follows all HCPS policies and procedures at all times.
- 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.
- Controls emergencies utilizing the appropriate procedures.
- Displays appropriate conduct at all times when representing Harford County Public Schools.
- Demonstrates the proper use of student car seats and other required safety equipment to meet the needs of the student during transport.
- Detects and immediately reports mechanical problems or any defects of the assigned vehicle to the appropriate personnel.
- Works with the teachers, administrators, and transportation staff to meet the specialized needs of the assigned student(s), as necessary.
- Monitors the behavior of student(s) on the alternative vehicle and takes appropriate measures to ensure the safety and integrity of the ride.
- Maintains communication and correspondence between the home and school.
- Maintains a clean and sanitary vehicle.
- Attends meetings, trainings, etc. for the purpose of maintaining skills and meeting district and state requirements.
- Maintains a clean and professional appearance.
- Performs other work-related duties as assigned.

SALARY

\$18.54 per hour, non-benefitted

REQUIREMENTS

- 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.
- 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.

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](mailto:Ken.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](mailto: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