



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: talentmanagement@hcps.org

www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

January 30, 2025

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 Office

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

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE











These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. 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 follow HCPS policies and procedures at all times.
- Effectively controls emergencies utilizing the appropriate procedures.
- Displays appropriate conduct at all times when representing Harford County Public Schools.
- Proficient in the use of and able to clearly demonstrate the proper use of a wheelchair lift, wheelchair lie downs (side, forward, buckles, retractor) and orthopedic devices.
- Maintains a clean and sanitary school bus.
- Detects and immediately reports mechanical problems or any defects of the bus to the appropriate personnel.
- Works with the school bus attendant, teachers, and administrators to meet the specialized needs of the students, as necessary.
- May need to fulfill the responsibility of a School Bus Attendant, when needed.
- Performs other work-related duties as assigned.

SALARY

- This is a full-time ten-month position. Salary range based on the FY 2024-2025 AFSCME Salary Schedule for Bus Drivers Personnel. Starting Salary: \$19,884–Maximum Earnings Potential \$45,879.
- Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>
- HCPS offers an expansive benefits package including individual and family medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
- For a complete list of benefits, please visit the Employment Benefits section of the Human Resources webpage: <https://www.hcps.org/departments/HumanResources/Default.aspx>
- For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the AFSCME Negotiated Agreement: <https://www.hcps.org/boe/collectivebargaining.aspx>

TRAINING AND EXPERIENCE REQUIRED

-  FLSA: Non-Exempt
-  Must hold and maintain a valid Maryland (or state of residency) Commercial Driver's License with all required endorsements.
-  Must be able to pass DOT physical. Remains free of controlled substances and successfully passes random drug and alcohol tests.
-  Must maintain a clean and professional appearance.
-  Must satisfy all requirements listed in the Code of Maryland Regulations for a Bus Driver and Bus Attendant.
-  Must possess high school diploma, GED or equivalent.
-  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.
-  Must meet and maintain certification as a Bus Attendant through Harford County Public Schools.
-  Specific skills as directed to by administrators or school personnel to meet the needs of the students.
-  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.

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 is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.

Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or TitleIX@hcps.org. Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or Renee.McGlothlin@hcps.org. Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](http://www.hcps.org) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](http://www.hcps.org) and found on HCPS' homepage.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE



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SCHOOL BUS ATTENDANT Transportation Office







To supervise and assist students with special needs who require additional adult attention while being transported on the school bus.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE







These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. 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.

-  Assists students in crossing the roadway safely.
-  Assists students while loading and unloading the bus.
-  Proficient in the use of and able to clearly demonstrate the proper use of a wheelchair lift, wheelchair tie downs (side, forward, buckles, retractor) and orthopedic devices.
-  Monitors the behavior of students on the bus and takes appropriate measures to ensure the safety and integrity of the ride.
-  Works with the school bus driver, teachers, and administrators to meet the specialized needs of the students, as necessary.
-  Assists in communication and correspondence between the home and school.
-  Assists in maintaining a clean and sanitary bus.
-  Assists in emergency evacuation drills.
-  Must maintain a clean and professional appearance.
-  Performs other work-related duties as assigned.

SALARY

-  This is a full-time ten-month position. Salary range based on the FY 2024-2025 AFSCME Salary Schedule for School Bus Attendant Personnel. Starting Salary: \$14,797– Maximum Earnings Potential \$35,337.
-  Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>
-  HCPS offers an expansive benefits package including individual and family medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
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-  FLSA: Non-Exempt

TRAINING AND EXPERIENCE REQUIRED

-  Must satisfy all requirements listed in the Code of Maryland Regulations for school bus attendants.
-  Must possess high school diploma, GED or equivalent.
-  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.

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