



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 7/1/2025

Ranger, Bus Driver

Pay Scale: B

Level: 9

FLSA Status: Non-Exempt

Job Family: Transportation

Primary Location: Transportation

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

The Ranger position is responsible for operating or assisting with the transportation of students using LCPS school buses, transport vans, or white fleet vehicles. This role requires flexibility and adaptability, as assignments, routes, and destinations—both within and outside Loudoun County—may change on short notice. This position will be looked at to assist in mentoring new drivers and attendants when requested. The position is responsible for safely transporting students to and from school, performing daily pre-trip inspection and safety checks, following an assigned route and schedule, maintaining vehicle cleanliness and enforcing safety rules. The Ranger follows specific instructions and procedures, and nonstandard situations or problems are referred to Lead Bus Driver or Area Supervisor.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Supports Field Operations during mid-day shifts within and outside the office
- Mentors and supports new Transportation employees as needed and assigned by Area Supervisors
- Serves on the snow team and will be required to participate on days that team is called out
- Performs loaded runs with trainees
- Follows an assigned route determined by the Area Supervisor
- Be available for last-minute assignments and route changes if needed
- Provides safe transportation of students, maintains effective control of students, and assists bus attendant in boarding
- Performs daily pre-trip and post-trip inspections and safety check of bus and reports and defective equipment
- Fuels bus following all established safety procedures and always maintains half a tank of fuel
- Adapts driving methods to weather and road conditions
- Recommends route changes as needed
- Performs basic First Aid and CPR procedures as required
- Manages students in case of an emergency evacuation
- Converses with students, staff, the general public, parents and caregivers of students regarding proper safety procedures, transportation updates and any related concerns

- Completes written bus incident reports as necessary and completes daily and monthly operations report

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

High School Diploma or GED

Experience

Three (3) years of school bus driving experience

Minimum of 20 years of age

Licenses and Certifications

Holds and maintains a Commercial Driver's License with school bus and passenger endorsements

VDOE School Bus Driver Instructor Certification

Knowledge, Skills and Abilities

- Controlled substance testing, annual physical examinations, and random tests for use of controlled substances and alcohol, as prescribed by the Federal Motor Carrier Safety Administration (FMCSA), Virginia Board of Education, and Loudoun County Public Schools are a condition of continued employment.
- Knowledge of traffic and highway safety rules and regulations, local street and road system, and basic mechanical principles of motor vehicle operations (provided during training)
- Advanced level of verbal and written fluency in English
- Ability to communicate effectively with students, staff, and parents; carry out written and oral instructions
- Ability to operate a two-way radio
- Maintain all required trainings and certifications during the course of employment with LCPS as a Bus Driver.
- In accordance with 49 CFR § 391.11(b)(2), the successful candidate must demonstrate the ability to read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records.
- A satisfactory pre-employment physical examination, controlled substance testing, and a completed physician's

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

Loudoun County Public Schools

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without accommodation.

Essential Personnel Disclosure

Employees who perform the responsibilities of this job are considered essential personnel. Essential personnel are designated employees who must report for work during a delay or emergency situations. A workplace emergency is an unforeseen situation that threatens the staff, pupils, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade. It is incumbent upon the supervisor to inform and confirm which essential personnel are required to work during emergency closings. Notification and confirmation of the expectation of essential personnel to report to work, or maintain as-needed status, will be executed with as much advanced notice as possible via in-person communication or email.