



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 3/1/2024

Specialized Transport Driver

Pay Scale: B

Level: 6

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 specialized transport driver is responsible for all activities required to safely drive a passenger vehicle transporting students and other authorized personnel to and from schools and school-related events.

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.

- Provide safe transport of students on an assigned route according to a definite time schedule, which may require driving during pre-daylight and dusk periods
- Before driving, inspects vehicle and checks fuel, oil, water, lights, brakes, and steering system
- Operates vehicle in compliance with all traffic and safety laws and regulations
- Exhibits defensive driving habits and observing posted speed limits
- Performs chain-of-custody activities for unsupervised students under certain conditions
- Assists students getting into and out of the vehicle if necessary
- Keeps records of vehicle mileage and the number of passengers transported
- Maintains a clean and orderly vehicle
- Adapts driving methods to weather and road conditions and installs snow chains when required
- Performs basic First Aid and CPR procedures as required

Qualifications

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

Education

Experience

Four (4) years of driving experience, minimum age of twenty (20)

Licenses and Certifications

Valid Motor Vehicle Operator's license

Knowledge, Skills and Abilities

- Completion of transit driver training requirements and/or bus driver training of Loudoun County Public Schools
- Knowledge of traffic and highway safety rules and regulations and local street and road system.
- Ability to perform basic first aid procedures
- Knowledge of basic mechanical principles of motor vehicle operations
- Advanced level of verbal and written fluency in English and communicates effectively with students, staff, and parents; carries out written and oral instructions
- Ability to operate a two-way radio
- Ability to operate a vehicle safely and to drive defensively
- Ability to recognize and report vehicle malfunctions
- Ability to maintain student discipline
- Ability to use initiative, make timely and accurate decisions, adapt to change, and work with minimal supervision
- Ability to use good judgment and common sense and react well to emergency situations
- Ability to recognize medical problems and take appropriate action to ensure student safety
- Ability to utilize technology, including a tablet for navigation, for supporting transportation operations
- Under LCPS Policy 6215, all employees who are assigned an LCPS licensed motor vehicle must possess a valid operator's license from their state of residency. In addition, employees shall allow LCPS to obtain a Motor Vehicles transcript showing that, within the preceding five years, that there are no convictions of driving under the influence of intoxicating liquors or drugs, convictions of refusing to take a blood or breath test, convictions of a felony, or assigned to any alcohol safety action program or driver alcohol rehabilitation program within the preceding 12 months, have not been convicted of two or more moving traffic violations or have not been required to attend a driver improvement clinic by the Commissioner of the Department of Motor Vehicles

Physical Requirements

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

	Rare	Occasional	Frequent	Regular
Lift or move 26-50 pounds		X		
Lift or move more than 50 pounds	X			
Climb/Descend (ladders, scaffolding, ramps, poles, etc.)	X			
Balance		X		
Stoop		X		
Kneel		X		
Crouch/ Squat		X		
Crawl	X			
Reach				X
Stand			X	
Sit				X
Walk			X	
Push			X	
Pull			X	
Bend/turn/twist head or neck				X

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Bend/turn/ twist waist				X
Manipulate (pick, pinch, etc. with fingers)			X	
Grasp			X	
Feel				X
Talk				X
Hear				X
See				X
Remain stationary				X
Travel by foot			X	
Travel by transport				X
Repeat hand/arm, wrist/finger motion				X
Repeat leg/ foot/ toe/ ankle motion				X
Operate machines and/or power tools				X
Operate motor vehicle	X			
Operate heavy equipment	X			
Wear protective equipment	X			

	Rare	Occasional	Frequent	Regular
Confined/ small space				X
Extreme heat		X		
Extreme cold		X		
Inclement weather			X	
Intense noise			X	
Electrical currents	X			
Moving mechanical parts			X	
Vibration			X	
Fumes, odors, dust, gas			X	
Chemicals, bodily fluids, infectious diseases			X	
Inadequate lighting	X			
Heights	X			
Challenging physical interactions (biting, hitting, throwing objects, encroaching, etc)		X		

Challenging verbal interactions (offensive language, shouting, threats, etc)		X		
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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.

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.