

SHELBY COUNTY SCHOOLS

JOB TITLE: BUS DRIVER

QUALIFICATIONS:

1. High school graduate or equivalent (GED) and academic competency in basic skills.
2. Valid Alabama (Class B or above) Commercial Driver's License (CDL) with a passenger and school bus endorsement.
3. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Transportation Coordinator
Principal

JOB GOAL: To provide for the safe transportation of students.

PERFORMANCE RESPONSIBILITIES:

1. Observe all traffic laws, safety regulations, policies, and procedures regarding school buses in accordance with Federal, State, and local government agencies, and the policies of the Shelby County Board of Education.
2. Demonstrates the ability to work with school age children.
3. Keep a professional appearance and perform duties in a manner that will promote good public relations.
4. Ability to remain both drug and alcohol free in the workplace and be subject to random drug and alcohol testing according to SCBOE policy.
5. Be regular and punctual in attendance and follow correct procedure for signing in daily and securing substitutes.
6. Maintains appropriate student management and reports student incidents to the appropriate supervisors.
7. Cooperate with the principal, Transportation Coordinator, and parents to solve discipline problems.
8. Conduct bus evacuation drills in accordance with approved procedure.
9. Transport authorized passengers only, follow the assigned time schedule, and route.
10. Discharge students at authorized stops only.
11. Keeps assigned bus clean by daily sweeping and periodic washing.
12. Maintains effective communication with supervisors through the daily use of communication

devices provided by SCBOE.

13. Check bus before and after each operation for mechanical defects, unattended students, and any items left on the bus.
14. Notify proper authority in case of mechanical failure and/or late arrival.
15. Keep bus properly fueled at all times.
16. Report all accidents, vehicle damage, and student injuries immediately should they occur.
17. Complete and submit all required reports and documentation in a timely manner.
18. Maintains and implements the established rules and procedures for transportation.
19. Maintain confidentiality of any school system business.
20. Maintain proper and professional relationship with students and other employees.
21. Assume other transportation related duties as assigned by supervisor.

PHYSICAL ABILITIES and REQUIREMENTS

- Must successfully pass the DOT Medical Exam Report or the Alabama School Bus Driver Examination Report once every two years.
- Must be able to successfully complete SHELBY COUNTY SCHOOLS' SCHOOL BUS DRIVER PHYSICAL PERFORMANCE TEST

TERMS OF EMPLOYMENT: At appropriate salary schedule. Non-exempt employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

SALARY: \$13,539.12 - \$15,513.60 annually (Full Route)
\$ 6,769.64 – \$ 7,756.80 annually (Half Route)

INTERESTED PERSONS SHOULD: Complete the classified application at www.alsde.edu