
TITLE: Bus Driver

QUALIFICATIONS:

1. Alabama Bus Driver's Certification and CDL License
2. Demonstrates aptitude or competence for assigned responsibilities
3. Must hold a current Department of Transportation (DOT) physical certificate and/or an Alabama Bus Driver Physical
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Transportation Supervisor

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular programs.

JOB DUTIES:

1. Obey all traffic laws.
2. Observe all mandatory safety regulations for school buses.
3. Maintain discipline when students are on bus.
4. Report undisciplined students to the proper authority.
5. Keep assigned bus clean.
6. Keep to assigned schedule.
7. Perform pre- trip inspection of bus before each operation for mechanical defects.
8. Perform post- trip inspection after each operation for mechanical defects.
9. Notify the proper authority in case of mechanical failure or lateness.
10. Discharge students only at authorized stops.
11. Exercise responsible leadership when on out-of-district school trips.
12. Transport only authorized students.
13. Report all accidents and completes required reports.
14. Enforce regulations governing conduct on the bus.
15. Must attend yearly bus drivers' school and scheduled bus drivers' meetings.
16. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
17. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
18. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: 9-Month 10-Month 11-Month 12-Month

EXPECTED WORK DAY: Time necessary for all routes to be completed, not to exceed 8 hours/day

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials

BOARD APPROVED: 3/15/16

