



## **Alabaster City Schools Job Description**

**JOB TITLE:** BUS DRIVER

**QUALIFICATIONS:**

1. High school graduate or equivalent (GED) and academic competency in basic skills.
2. Valid license to drive a school bus and an Alabama driver's license.
3. Valid commercial driver's license.
4. Physical every two years (or sooner as prescribed by physician) such health and age requirement as the Board may require.
5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**REPORTS TO:** Coordinator of Transportation  
Assistant 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 Alabaster City Schools 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 Alabaster City Schools 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 Assistant Principal, Coordinator of Transportation, 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 Alabaster City Schools.
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 Alabama School Bus Driver Physical or DOT Medical Exam Report once every two years.

**TERMS OF EMPLOYMENT:** 184 days at appropriate salary schedule.

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

**SALARY:** Appropriate placement on current salary schedule