

**Job Title:**           **Bus Driver**

- Qualifications:**
1. The individual should be 21 years of age and possess a State of Alabama Drivers License.
  2. The individual should be a graduate of the State Department of Education Pupil Transportation Bus School (12 hours).
  3. The individual should possess a Commercial Drivers License with a passenger endorsement.
  4. The individual should demonstrate aptitude or competency for assigned responsibilities.
  5. The individual must agree to random drug and alcohol testing as prescribed by the State Department of Transportation.
  6. Such alternative to the above qualifications as the Board of Education may find appropriate and acceptable.

**Reports to:**           Transportation Supervisor

**Performance Responsibilities:**

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Be familiar with bus rules in the Student/Parent Information Guide and enforce the same.
4. Report disciplinary problems to the proper authority.
5. Keeps assigned bus clean.
6. Does not deviate from assigned route without prior approval from proper authorities.
7. Performs complete daily pre-trip inspection as per State Department of Transportation guidelines.

### **Bus Driver (cont'd)**

8. Notifies proper authorities in the event of mechanical problems, or tardiness.
9. Picks up and discharges students only at authorized stops.
10. Exercises responsible leadership when on out-of-district school trips.
11. Maintains personal dress and appearance in a professional manner.
12. Transports only authorized students or adults.
13. Reports all accidents immediately and completes all required accident reports.
14. Keeps accurate and up-to-date required reports and logs.
15. Strictly enforces regulations against smoking, eating/drinking on the bus, flowers, balloons, knives, profanity, drugs or improper conduct.
16. Attends 4-hour State Department of Transportation's re-certification class annually.
17. Performs required post-trip inspection of bus at the end of each trip. If driving a bus other than assigned bus, responsible for sweeping/cleaning of bus.
18. Be regular and punctual in attendance.
19. Performs all duties in a manner that promotes good public relations.
20. Maintains confidentiality of any school system related business.
21. Develops and maintains proper and professional relationship with students and other employees.
22. Performs other job-related tasks that may be reasonably assigned.

**Terms of Employment:** 9 months a year. Salary to be determined by correct salary Schedule.