



## **SARALAND CITY SCHOOL SYSTEM**

### **JOB ADVERTISEMENT**

The Saraland Board of Education is accepting applications for the following classified position for the 2024-2025 school year.

**POSITION: BUS DRIVER**

#### **QUALIFICATIONS:**

- 21 years of age or older.
- Meet all physical, mental, and other requirements established by the State of Alabama and the Federal Government to be qualified to operate a school bus.
- High school graduate or equivalent (GED).
- Hold/obtain Alabama (Class B or above) Commercial Driver's License (CDL) with a passenger and school bus endorsement. License must be maintained as a condition of continued employment.

**REPORTS TO:** Director of Operations

#### **PERFORMANCE RESPONSIBILITIES:**

- Embrace and promote the school system's mission, vision, beliefs, and goals.
- 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 Saraland Board of Education.
- Demonstrate the ability to work with school age children.
- Maintain a professional appearance and perform duties in a manner that will promote good public relations.
- Remain both drug and alcohol free in the workplace and be subject to random drug and alcohol testing according to Board policy.
- Participate in the efficient and effective operation of the student transportation, including meetings and assigned duties.
- Regular and punctual attendance, follow correct procedure for recording daily attendance and securing substitutes.
- Maintain appropriate student management and report student incidents to the supervisor.
- Cooperate with Director of Operations and principal to solve disciplinary problems.
- Conduct bus evacuation drills in accordance with approved procedures.
- Transport authorized passengers only, follow the assigned time schedule, and route.
- Discharge students at authorized stops only.
- Keep assigned bus clean by daily sweeping and periodic washing.
- Maintain effective communication with supervisors through the daily use of communication devices provided by the Board.
- Check bus before and after each operation for mechanical defects, unattended students, and any items left on the bus.
- Notify proper authority in case of mechanical failure and/or late arrival.
- Properly fuel bus at all times.
- Report all accidents, vehicle damage, and student injuries immediately should they occur.
- Complete and submit all required reports and documentation in a timely manner.
- Understand and assist in upholding system rules, policies, and procedures.
- Maintain and implement the established rules and procedures for transportation.
- Maintain confidentiality of any school system business.
- Maintain proper and professional relationship with students and other employees.
- Participate in pre-service and in-service bus driver training program.

- Physically perform emergency evacuation procedures. This includes the pushing/pulling of up to 50 pounds as well as the ability to use emergency exits at any location on the bus.
- Successfully pass the DOT Medical Exam Report and the Alabama School Bus Driver Examination Report, as required to maintain credentials.
- Knowledge of the Saraland area, familiar with locations of schools and streets.
- Assume other transportation related duties as assigned by the Director of Operations.

**TERMS OF EMPLOYMENT:** Nine (9) month contract or as otherwise approved by Board.

**EVALUATION:** Performance evaluated in accordance with Board policy.

**SALARY:** Board approved salary schedule.

All applicants should apply electronically. To obtain an electronic application, visit the HireTrue website at <https://bit.ly/SpartanCareersStartHere> and complete the State of Alabama electronic application.

All positions with the Saraland Board of Education require submission of a copy of current driver's license or valid picture identification, a copy of Social Security card, completion of a TB skin questionnaire, and background clearance through the State of Alabama Department of Education. Certified positions also require submission of valid teaching certificate (Alabama or out-of-state) as well as unofficial transcripts indicating all coursework and degree conferral date(s) from regionally accredited colleges/universities.

**ADVERTISEMENT: 06/20/24**

**DEADLINE TO APPLY: until filled**

*The Saraland School System is an Equal Opportunity Employer.*

No applicant or employee shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be discriminated against by this school system.

*The statements above outline the general nature and scope of work performed by individuals in this classification. They should not be interpreted as a comprehensive list of all responsibilities, duties, and skills required. Personnel may be asked to perform tasks outside their usual responsibilities as necessary.*