



## SUPPORT VACANCY NOTICE

In accordance with Act 98-147, Hartselle City Schools post a notice of vacancy for each vacant personnel position. The notice shall be posted in a conspicuous place at each school campus and work site for at least 14 calendar days before the position is to be filled. The notice shall include, but not necessarily be limited to, all of the following:

1. Job description and title
2. Required qualifications
3. Salary schedule and amount
4. Information on where to submit an application
5. Information on any deadlines for applying

If a personnel vacancy occurs during the time when the schools are in session, the vacancy notice shall be posted not less than seven calendar days before the position is to be filled. All vacancies involving jobs which are supervisory, managerial, or otherwise newly created positions shall nevertheless require posting notices of at least fourteen calendar days. The posting of a vacancy notice as required in this policy shall not be abridged or delayed except in dire emergency circumstances and then delayed only temporarily in order to reasonably meet the conditions of the emergency.

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### BUS DRIVER

#### Bus Drivers

School/worksite:

Specific Info/Comments:

Posting Period: September 14, 2020 – September 20, 2020

Interested applicants may contact: Teach in Alabama website - <https://alsde.edu/teachinalabama>

Deadline for accepting applications: September 20, 2020, or until filled

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### JOB DESCRIPTION AND QUALIFICATIONS

Title: Bus Driver

Qualifications:

1. High school graduate or equivalent (GED) and academic competency in basic skills.
2. Hold a valid State of Alabama Bus Driver's License.
3. Have a good driving record
4. Such alternatives or additional qualifications as the Board may find appropriate and acceptable.

Reports to: Transportation Coordinator and Superintendent

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

Performance Responsibilities:

1. Demonstrate the ability to work with school age children.
2. Keep a professional appearance and perform duties in a manner that will promote good public relations.
3. Ability to remain both drug and alcohol free in the workplace and be subject to random drug and alcohol testing according to SCBOE policy. Drug test will be mandatory in case of collision.
4. Be regular and punctual in attendance and follow correct procedure for signing in daily and securing substitutes.
5. Maintain appropriate student management and reports student incidents to the appropriate supervisors.
6. Cooperate with the principal, Transportation Coordinator, and parents to solve discipline problems.

7. Conduct bus evacuation drills in accordance with approved procedure.
8. Transport authorized passengers only, follow the assigned time schedule, and route. Discharge students at authorized stops only.
9. Keep assigned bus clean by daily sweeping and periodic washing.
10. Maintain effective communication with supervisors through the daily use of communication
11. Check bus before and after each operation for mechanical defects, unattended students, and any items left on the bus.
12. Perform pre-trip inspections of bus. Advise appropriate person of any defects.
13. Notify proper authority in case of mechanical failure and/or late arrival.
14. Keep bus properly fueled at all times.
15. Report all accidents, vehicle damage, and student injuries immediately should they occur.
16. Complete and submit all required reports and documentation in a timely manner.
17. Maintain and implement the established rules and procedures for transportation.
18. Maintain confidentiality of any school system business.
19. Maintain proper and professional relationship with students and other employees.
20. Perform related duties as required or assigned.

PHYSICAL ABILITIES and REQUIREMENTS • Must successfully pass the DOT Medical Exam Report or the Alabama School Bus Driver Examination Report once every two years.

<b>Bus Driver Schedule J1 9 Months - 182 Days</b>	
<b>Rank</b>	<b>0</b>
<b>Step</b>	
<b>0</b>	16,120
<b>1</b>	16,201
<b>2</b>	16,282
<b>3</b>	16,363
<b>4</b>	16,445
<b>5</b>	16,527
<b>6</b>	16,610
<b>7</b>	16,693
<b>8</b>	16,776
<b>9</b>	16,860
<b>10</b>	16,944
<b>11</b>	17,029
<b>12</b>	17,114
<b>13</b>	17,200
<b>14</b>	17,286
<b>15</b>	17,372
<b>16</b>	17,459
<b>17</b>	17,546
<b>18</b>	17,634
<b>19</b>	17,722
<b>20</b>	17,811
<b>21</b>	17,900
<b>22</b>	17,989
<b>23</b>	18,079
<b>24</b>	18,170
<b>25</b>	18,261
<b>26</b>	18,352
<b>27+</b>	18,444

