



VACANCY NOTICE

In accordance with Act 2018-260, Hartselle City Schools posts a notice of vacancy for each vacant personnel position. The notice shall be posted in a conspicuous place at the Central Office for at least 7 calendar days for all non-supervisory positions 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 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

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.

BUS DRIVER VACANCY

BUS DRIVER

Specific Information:

Posting Period: March 24, 2022 – March 30, 2022

Interested applicants may apply through the Teach in Alabama website:

https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500

Deadline for accepting applications: March 30, 2022, or until filled

JOB DESCRIPTION AND QUALIFICATIONS

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 (CDL).
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. Maintain effective communication with supervisors through the daily use of communication
10. Check bus before and after each operation for mechanical defects, unattended students, and any items left on the bus.
11. Perform pre-trip inspections of bus. Advise appropriate person of any defects.
12. Notify proper authority in case of mechanical failure and/or late arrival.
13. Keep bus properly fueled at all times.
14. Report all accidents, vehicle damage, and student injuries immediately should they occur.
15. Complete and submit all required reports and documentation in a timely manner.
16. Maintain and implement the established rules and procedures for transportation.
17. Maintain confidentiality of any school system business.
18. Maintain proper and professional relationship with students and other employees.
19. 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.

SALARY SCHEDULE

Bus Driver	
Schedule J1	
9 Months - 182 Days	
Rank	0
Step	
0	16,442
1	16,525
2	16,607
3	16,690
4	16,774
5	16,858
6	16,942
7	17,027
8	17,112
9	17,197
10	17,283
11	17,370
12	17,457
13	17,544
14	17,632
15	17,720
16	17,808
17	17,897
18	17,987
19	18,077
20	18,167
21	18,258
22	18,349
23	18,441
24	18,533
25	18,626
26	18,719
27+	18,813