

AUTAUGA COUNTY BOARD OF EDUCATION  
PERSONNEL DEPARTMENT  
153 West Fourth Street  
Prattville, Alabama 36067

**POSITION ANNOUNCEMENT**

October 20, 2020

**The Autauga County Board of Education is now accepting applications for the positions of School Bus Drivers at Transportation Department**

**Job Description:** Please see the attached Autauga County Board of Education (ACBOE) job description for this position.

**Qualifications:** Please see the attached ACBOE job description for this position.

**Effective Date:** Following Board Approval

**Salary:** \$14,915 - \$15,927 (Based on experience as school bus driver)

**Contract Length:** 183 days (9 months)

**Application Information:** Go to <http://www.alsde.edu/TeachinAlabama/> to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

**Application Deadline:** October 27, 2020 or until filled

*The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.*

## SCHOOL BUS DRIVER

POSITION TITLE: School Bus Driver

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: Supervisor of Transportation

SUPERVISES: All children transported on school bus

### QUALIFICATIONS:

1. Valid Commercial Driver's License.
2. Valid Alabama State Department of Education School Bus Driver's Certificate – to be renewed annually.
3. Satisfactory driving record.
4. High school diploma or GED preferred.
5. Satisfactory preemployment drug screening.

### PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Obey all traffic laws.
2. Observe all mandatory safety regulations for school buses.
3. Maintain discipline when students are on bus.
4. Maintain proper supervision when students either are on or are boarding bus.
5. Report undisciplined students to the proper authority.
6. Keep bus clean.
7. Follow assigned route and time schedule as directed by Supervisor.
8. Pre-trip bus before each operation for mechanical and safety defects.
9. Notify the proper authority in case of mechanical failure or lateness.
10. Stop bus at all morning authorized stops; discharge afternoon students only at authorized stops.
11. Exercise responsible leadership when on out-of-district school trips.
12. Transport only authorized students.
13. Report all accidents and traffic violations to proper authority.
14. Enforce regulations against smoking and eating on the bus.
15. Conduct a minimum of one bus evacuation drill per semester.
16. Participate in drug and alcohol testing as required.
17. Complete and submit all reports and documents as required in a timely manner.
18. Use bus communication device procedures properly.
19. Interact with school principal(s) when necessary to foster a positive learning environment.
20. Interact with the public in a manner that will be a positive reflection on the school system.

### JOB GOAL:

Provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the school system's curricular and extracurricular programs.