

Sheffield City Schools
Job Description – School Bus Driver

POSITION TITLE: School Bus Driver

QUALIFICATIONS: High school diploma or equivalent. Valid Alabama driver's license, CDL with valid P & S endorsements, and Alabama school bus driver's certificate. Must meet and maintain standards required by county vehicle insurance policy. DOT Health card or Alabama School Bus Driver Physical Examination Report. Such alternatives to the above, including health requirements, as the Board may find appropriate.

REPORTS TO: Director of Transportation

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Observes 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 Sheffield City Board of Education.
2. Performs pre-trip inspections of assigned bus, and advises the proper authority of any defects.
3. Follows assigned schedule, notifying the proper authorities in case of mechanical failure or lateness.
4. Operates bus in a safe and courteous manner. Follows assigned schedule, notifying the proper authorities in case of mechanical failure or lateness.
5. Maintains appropriate student management and reports student incidents to the appropriate supervisors.
6. Works cooperatively with administration and parents in handling any problems that arise in transporting students.
7. Keeps assigned bus clean.
8. Checks bus before and after each operation for mechanical defects, unattended students, and any items left on the bus.
9. Maintains a valid State of Alabama Bus Driver's CDL and a good driving record.
10. Remains drug and alcohol free in the workplace and is subject to random drug and alcohol testing in keeping with Sheffield City Board of Education policy.
11. Conducts bus evacuation drills in accordance with approved procedures.
12. Maintains the confidentiality of all school-related business.
13. Completes and submits all required reports and documentation in a timely manner.
14. Participates in professional growth activities as requested.
15. Works collaboratively with other members of the school faculty and staff.
16. Maintains a professional, cooperative working relationship with parents and community.
17. Demonstrates a high degree of professionalism and ethics, and works cooperatively with the Board, the Superintendent, other administrators, Board employees, parents, and students.
18. Models appropriate personal characteristics and work habits that are consistent with personal development goals established for students.
19. Adheres to school system rules, administrative procedures, local Board policies, and state and federal rules and regulations.
20. Assumes responsibility to perform any other tasks assigned by the Transportation Director.

TERMS OF EMPLOYMENT: As assigned by the Board

EVALUATION: Performance of this job will be evaluated in accordance with Sheffield City Board of Education policy.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.