

Coosa County Schools Job Description

JOB TITLE: BUS DRIVER

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Valid Alabama Driver's license and insurable driving record.
3. Commercial Drivers License with required endorsements and school bus driver's certification.
4. Experience operating school buses desired.
5. Completion of recertification and training activities as required.
6. Meet and follow the health and drug screening requirements as prescribed by the State Department of Transportation.
7. Cleared background check through FBI and ABI processes.

REPORTS TO: Transportation Supervisor

JOB GOAL: To assist in the transport of students to and from school safely and punctually.

PERFORMANCE RESPONSIBILITIES:

1. Regular and punctual attendance; submission of payroll records; notify supervisor when absence is necessary.
2. Transport students to and from school as assigned, with pick ups and discharges of students at authorized stops only.
3. Transport only authorized students and adults.
4. Be familiar with and enforce school bus conduct as stated in the Code of Conduct.
5. Report disciplinary problems to the proper authority.
6. Adhere to all traffic laws.
7. Report all accidents immediately to the Transportation Office and other appropriate officials.
8. Observes all mandatory safety regulations for school buses.
9. Perform required pre-trip and post-trip inspection according to state mandated guidelines with timely documentation submitted.
10. Perform evacuation drills as scheduled.
11. Maintain and fuel assigned bus; maintain a clean and orderly bus daily; report all necessary bus repairs to shop personnel.
12. Notifies proper authorities in the event of mechanical problems, or tardiness.
13. Report road/route hazards to proper authorities.
14. Maintain proper and professional relationship with students, parents, other employees, and the public; exercise responsible leadership.
15. Respect the confidentiality of information pertaining to students, staff, and school system.
16. Assume other transportation-related duties as assigned by supervisor.

*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.