

TRUSSVILLE CITY BOARD OF EDUCATION
Job Description

POSITION TITLE: Bus Driver

QUALIFICATIONS: Minimum High School Diploma or Equivalent and valid Alabama Bus Driver's CDL license with S Endorsement.

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

REPORTS TO: Director of Support Services

EVALUATION: Trussville Board of Education Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

1. Performs pre-trip and post-trip inspections of bus. Advise appropriate person of any defects.
2. Operates school bus in a safe and courteous manner – obeying traffic laws, rules and regulations.
3. Ensures that all bus rules are adhered to by ALL passengers.
4. Works cooperatively with administration and parents in handling any problems that arise in transporting students.
5. Works cooperatively with assigned bus aide in loading/unloading of disabled students when needed.
6. Prepares all required reports.
7. Maintains a valid State of Alabama Bus Driver's CDL license with S Endorsement and a good driving record.
8. Maintain the cleanliness of the bus inside and out. This should include:
 - Exterior of your bus should be washed as needed. This can vary based upon different routes but the outside of your bus should show the appearance of being clean.
 - Exterior windows should be cleaned as needed, paying close attention to the back windows. The back windows get dirtier due to being on the rear of the bus and because of the exhaust. This can also vary based upon the condition of the different routes.
 - You should sweep your bus a minimum of 2 times per week. It is recommended that you sweep at the end of each day. The more regular you are in this, the easier it is each time you do it.

- The driver's compartment should be cleaned as needed. This includes but is not limited to wiping your controllers, dash, instrument cluster, etc.
- The passenger compartment should be cleaned as needed. This includes but is not limited to any spills, stains on the seats, rails over the windows, window frames, interior of the windows, etc.

NOTE: For further clarification or questions regarding cleanliness/cleaning of the bus contact the Transportation Coordinator.

9. Lifts and/or carries special needs students as needed.
10. Maintains proper certification by attending workshops and professional development courses.
11. Demonstrates a high degree of professionalism and ethics, working cooperatively with the Board, the Superintendent, administrators, certificated and non-certificated personnel, parents, and students.
12. Demonstrates proficiency in written and oral communication.
13. Attends all meetings as required by the Superintendent.
14. Performs other duties as assigned by the supervisor.

Board Approved: July 12, 2005
Amended: August 18, 2016