



# Mobile County PUBLIC SCHOOLS

## Job Description Title – BUS DRIVER

**SUPERVISED BY/REPORTS TO:** Assigned Route Supervisor then to Assistant Supervisor of Transportation

**FLSA Designation:** Non-exempt

### QUALIFICATIONS:

- Good general health, clean in attire and appearance.
- Possess and maintain valid Alabama Commercial Driver's License.
- Ability to understand and follow oral and written instructions.
- Ability to be punctual and in regular attendance.

### PHYSICAL REQUIREMENTS:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job:

- The employee is frequently required to sit and is occasionally required to walk or stand.
- The employee will frequently bend or twist at the neck and trunk while performing the duties of this job.
- The employee frequently uses hand strength to grasp equipment.
- Employee must be able to frequently ascend and descend bus steps unassisted.
- Must be able to assist physically disabled students on and off the bus.
- The employee must occasionally lift and/or move up to 50 pounds and push or pull up to 90 pounds such as students in wheelchairs.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Pass all required drug screens. If insulin dependent, the employee must complete a medical certification and an assessment from a treating clinician, per DOT/Federal Motor Carrier Safety Administration (FMCSA) regulations.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED). Must have no points on driving records and must be able to pass DOT physical, including drug test.

### PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

1. Performs pre-trip inspections of vehicle before each route as well as performing a post-trip inspection and verifying that no students are left on the bus. Reports all mechanical defects to Site Foreman, then to Route Supervisor.
2. Keeps physically fit, in order to perform all physical duties of the job: pre-trip inspections, sweeping/cleaning of vehicle, etc.

3. Promotes a positive image of the school District through appropriate dress; proper school bus operations; and in dealings with parents, teachers, patrons, and all school personnel.
4. Keeps bus clean inside and out, including regular cleaning of windows and mirrors.
5. Fuels bus as required.
6. Obeys all state and local traffic laws and current knowledge of all state and local traffic laws, especially those pertaining to the safe operation of school buses.
7. Adheres to all MCPSS Board policies and Transportation Department procedures.
8. Successfully completes all training and passes all written and skills exams associated with training. Attends all in-service training classes.
9. Follows the assertive discipline plan for handling discipline problems on the school bus.
10. Drives any bus or route assigned by the Director of Transportation or designee on a designated schedule including any route changes or added bus stops and assisting with transporting students from other routes as needed.
11. Completes all paperwork as required by the Director of Transportation or designee.
12. Keeps route information updated including route maps.
13. Picks up and discharges students only at designated approved stops.
14. Reports all accidents to proper authority and completes related reports.
15. Uses the steps for picking up and discharging students as per the Alabama State Department of Education guidelines.
16. Performs all practice emergency evacuations as scheduled.
17. Attends all required training meetings and workshops.
18. Works well with both supervisors and other members of the team.
19. Performs other duties assigned by supervisor or administrator.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Alabama Commercial Driver's License, class B, with a passenger endorsement, and air brakes qualified. Meet all Alabama State Department of Education requirements for school bus driver certification and have a good driving record.

### **LANGUAGE SKILLS:**

Ability to read and interpret documents including safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

### **OTHER REQUIRED SKILLS and ABILITIES:**

- Ability to work in a friendly manner with other employees and students.
- Ability to read and understand maps.
- Ability to physically manage students and equipment.

- Ability to observe unusual student behavior and advise supervisor.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- ✓ While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery or rocky surfaces.
- ✓ The employee must be able to meet deadlines with severe time constraints and interact with public and other workers.
- ✓ The employee has direct responsibility for the safety and well-being of others.
- ✓ The noise level is frequently loud enough that the employee must raise his/her voice to be heard.
- ✓ Must be able to work under stress and manage student behavior on the bus.

**EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on Evaluation of Classified Employees. Evaluation will be by the Route Supervisor or his/her designee.

**TERMS OF EMPLOYMENT**

9-months (186 days). Daily work schedule will be determined by the Route Supervisor. The MCPSS Calendar is subject to change. Salary is according to the board approved Salary Schedule for this position. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

**SALARY**

See current Salary Schedule on Human Resources Webpage.

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 Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.