



## VACANCY NOTICE

In accordance with Act 2018-260, Hartselle City Schools posts a notice of vacancy for each vacant personnel position. The notice shall be posted in a conspicuous place at the Central Office for at least 7 calendar days for all non-supervisory positions before the position is to be filled. All vacancies involving jobs which are supervisory, managerial, or otherwise newly created positions shall nevertheless require posting notices of at least fourteen calendar days. The notice shall include, but not necessarily be limited to, all of the following:

1. Job description and title
2. Required qualifications
3. Salary schedule and amount
4. Information on where to submit an application
5. Information on any deadlines for applying

The posting of a vacancy notice as required in this policy shall not be abridged or delayed except in dire emergency circumstances and then delayed only temporarily in order to reasonably meet the conditions of the emergency.

---

### BUS DRIVER

Specific Information:

Posting Period: June 6, 2024 - June 12, 2024

Interested applicants may apply through the ALSDE HireTrue website:

<https://hiretrue-prod.com/hiretrue/ce3/job-board/e64590f9-2bf7-449a-83a5-2e87b4bbf99?subdivision=Hartselle%20City>

Deadline for accepting applications: June 12 2024, or until filled

---

### JOB DESCRIPTION AND QUALIFICATIONS

#### Qualifications:

1. High school graduate or equivalent (GED) and academic competency in basic skills.
2. Hold a valid State of Alabama Bus Driver's License (CDL).
3. Have a good driving record
4. Such alternatives or additional qualifications as the Board may find appropriate and acceptable.

**Reports to:** Director of Operations

**Job Goal:** To provide for the safe transportation of students.

**Contract:** 182 Days

**FLSA:** Non-Exempt

## **Performance Responsibilities:**

1. Demonstrate the ability to work with school age children.
2. Keep a professional appearance and perform duties in a manner that will promote good public relations.
3. Ability to remain both drug and alcohol free in the workplace and be subject to random drug and alcohol testing according to SCBOE policy. Drug testing will be mandatory in case of collision.
4. Be regular and punctual in attendance and follow correct procedure for signing in daily and securing substitutes.
5. Maintain appropriate student management and report student incidents to the appropriate supervisors.
6. Cooperate with the principal, Transportation Coordinator, and parents to solve discipline problems.
7. Conduct bus evacuation drills in accordance with approved procedure.
8. Transport authorized passengers only, follow the assigned time schedule, and route. Discharge students at authorized stops only.
9. Keep the assigned bus clean by daily sweeping and periodic washing. Maintain effective communication with supervisors through the daily use of communication
10. Check the bus before and after each operation for mechanical defects, unattended students, and any items left on the bus.
11. Perform pre-trip inspections of assigned bus. Advise appropriate people of any defects.
12. Notify proper authority in case of mechanical failure and/or late arrival.
13. Keep the bus properly fueled at all times.
14. Report all accidents, vehicle damage, and student injuries immediately should they occur.
15. Complete and submit all required reports and documentation in a timely manner.
16. Maintain and implement the established rules and procedures for transportation.
17. Maintain confidentiality of any school system business.
18. Maintain proper and professional relationships with students and other employees.
19. Perform related duties as required or assigned.

## **PHYSICAL ABILITIES and REQUIREMENTS**

Must successfully pass the DOT Medical Exam Report or the Alabama School Bus Driver Examination Report once every two years.

## **EVALUATION**

Performance evaluation shall be in accordance with the provisions of the Board's policies and administrative procedures and guidelines.

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 Hartselle City Board of Education reserves the right to amend the job description as needed. The terms of employment shall be in accordance with the provisions of the **Hartselle City Board of Education Policy Manual**, the **Students First Act** and the **Hartselle City Board of Education Salary Schedule**.

SALARY SCHEDULE

<b>BUS DRIVER</b>	
<b>182 DAYS</b>	
<b>SCHEDULE J1</b>	
<b>RANK</b>	<b>0</b>
<b>STEP</b>	
<b>0</b>	17,442
<b>1</b>	17,530
<b>2</b>	17,617
<b>3</b>	17,705
<b>4</b>	17,794
<b>5</b>	17,883
<b>6</b>	17,972
<b>7</b>	18,062
<b>8</b>	18,152
<b>9</b>	18,243
<b>10</b>	18,335
<b>11</b>	18,425
<b>12</b>	18,518
<b>13</b>	18,611
<b>14</b>	18,704
<b>15</b>	18,797
<b>16</b>	18,891
<b>17</b>	18,985
<b>18</b>	19,080
<b>19</b>	19,176
<b>20</b>	19,272
<b>21</b>	19,368
<b>22</b>	19,465
<b>23</b>	19,563
<b>24</b>	19,661
<b>25</b>	19,758
<b>26</b>	19,857
<b>27+</b>	19,956