



# NOTICE OF VACANCY

**Application Deadline:** UNTIL FILLED

**TITLE:** Bus Driver

**REPORTS TO:** Transportation Director

**SUPERVISES:** N/A

**TERM:** 10 months

**JOB GOAL:**

The responsibilities of a bus driver are: transport students to and from school and other sites within designated route(s), ensure the safety of the student passengers while in a school vehicle. Drivers may be assigned to drive wheelchair buses.

**Qualifications:**

- | High School diploma or GED
- | Tennessee CDL license with P&S endorsements
- | Annual physical
- | Requires Alcohol and Drug Testing

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**PERFORMANCE RESPONSIBILITIES:**

Job Description: Bus Driver

1. Drives a school transportation vehicle within a prescribe route(s) in accordance with time schedules while picking up and discharging student(s) at designated stops
2. Assists students and other passengers for the purpose of providing safe loading and unloading from buses during normal transport and emergency situations
3. May operate a special ramp bus; loads and unloads students in wheelchairs on and off bus, inspecting wheelchair for operational safety; operates ramp; positions and secures wheelchair in bus with monitor
4. Transports students and teacher on field trips to various locations; planning necessary route(s) and stops as needed
5. Conduct safety and operational inspection of assigned vehicle daily
6. Completes periodic mileage and other reports including passenger counts

7. Attends driver training programs to maintain current knowledge of TN Motor Vehicle Code and the Education Code as it applies to the operation of vehicles in the transportation of school children as well as safety, first aid, and other training updates as required
8. Cleans assigned vehicles, both interior and exterior, for the purpose of ensuring safety, appearance, and sanitation of vehicle as well as fuels assigned vehicle
9. Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel for their action
10. Performs pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines
11. Responds to inquiries from students, parents, and/or staff for the purpose of providing the necessary information regarding transportation services
12. Prepares reports (e.g. field trips reports, incident reports, inspections records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines
13. Monitors students and other passengers during transit for the purpose of ensuring the safe transportation of all passengers
14. Assist with other duties as assigned

**APPLICATION PROCEDURE:**

Submit a Fayette County Public Schools online application found at [www.fcsk12.net](http://www.fcsk12.net). The application is on the apply page.

Position is available until filled.

Fayette County Public Schools does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, disability, or sex in its educational programs or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position of program for which the application has been made.