



Satsuma City Schools

Application for Employment

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Qualifications

List any qualifications, certifications, etc. that you feel increase your value as a candidate for employment:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____



TRADITION. VISION. INNOVATION.

Job Title – Bus Driver (HR04)

Supervisor: Coordinator of Operations, School Principal or designee

FLSA Status: Non-Exempt

Job Goals:

To provide safe and efficient transportation for students and staff as designated.

Minimum Qualifications:

1. Possess and maintain a valid Alabama bus driver license (ABL) and commercial driver's license (CDL) with P/S endorsement.
2. Maintain a current Alabama School Bus Physical or ALDOT Health Card as required by state law or the Alabama State Department of Education.
3. Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
4. Possess and maintain an acceptable motor vehicle record including the ability to remain insurable under school system insurance requirements.
5. Ability to pass drug test in accordance with applicable law.
6. Proficient in written and verbal communication skills.
7. Ability to operate a school vehicle over an assigned route according to a defined time schedule, which may require driving during pre-daylight and dusk periods.
8. Ability to lift objects weighing up to 50 pounds.
9. Ability to exert up to 50 pounds of force.
10. Physical ability to perform all duties and responsibilities as specified by state and federal regulations, including but not limited to pre-trip inspections, post-trip inspections, and bus evacuations.
11. Ability to be punctual and in regular attendance.
12. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Performance Responsibilities and Essential Functions:

1. Demonstrates support for the school system, its vision, goals, and priorities.
2. Adheres to all traffic laws and driving safety rules.
3. Prepares and submits monthly school bus reports as required.
4. Prepares and submits an accident report when involved in an accident.
5. Performs daily pre-trip inspection of the bus before and after each route, and completes and submits form as required. Performs post-trip inspection of the bus.
6. Performs duties in a courteous, professional manner.
7. Maintains a clean bus.
8. Maintains an accurate student roster in record and report book. Notifies transportation department of any changes in roster.
9. Maintains discipline while students are on the bus.
10. Reports students with discipline problems to the proper authority.
11. Reports all accidents immediately to the transportation office and other appropriate officials; follows school system procedures related to accidents and post-accident activities.
12. Regulates heating, cooling and/or ventilation of the bus or vehicle for the comfort and safety of passengers.
13. Notifies supervisor and/or other appropriate authorities in case of mechanical failure of bus or lateness.



TRADITION. VISION. INNOVATION.

Job Title – Bus Driver (HR04)

14. Maintains and uses communications and/or surveillance equipment on buses according to school system regulations.
15. Maintains cooperative and appropriate relationships with students, parents, community members and other employees.
16. Picks up and discharges students at authorized stops in accordance with assigned route and schedule.
17. Prepares for and assists students in evacuating the bus when necessary.
18. Transports students on field trips and outings, athletic events, and other extracurricular or co-curricular events (evenings, nights, or other times) as assigned.
19. Attends scheduled trainings.
20. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
21. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
22. Responds to inquiries and requests in a timely and positive manner.
23. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
24. Properly cares for tools, equipment, and material resources of the school system.
25. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
26. Reports absences and takes leave in accordance with Board policies and procedures.
27. Reports identified mechanical needs to Transportation Department.
28. Performs other job-related duties as assigned by Supervisor(s).

Terms of Employment:

As established by the Board and applicable state law.

Evaluation:

Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.