

Posted: May 17, 2022

Position:

Substitute Bus Driver – Satsuma City Schools (Classified)

Qualifications:

Please review the attached job description for qualifications.

Salary:

Based upon the current salary schedule approved by the Satsuma City Board of Education at <https://www.satsumaschools.com/Page/3247>.

Application Procedure:

You may apply by completing the attached application. Please submit your application to the contact person at the address below. For more information, you may contact:

Chris Catrett  
Satsuma City Schools  
220 Baker Road  
Satsuma, AL. 36572  
(251) 380-8200  
[Chris.Catrett@satsumaschools.com](mailto:Chris.Catrett@satsumaschools.com)

Current employees should submit a letter of interest.

Deadline:

Minimum of 7 days or until position is filled.

It is the official policy of the Satsuma City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, national origin or age, be denied employment or be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity.



# 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.