

Elizabethton City Schools  
**POSITION ANNOUNCEMENT**

**TITLE:** Bus Driver (Full-Time and Part-Time)

**QUALIFICATIONS:**

1. Able to read, write, speak, and understand English
2. At least one (1) year of experience is preferred so that with appropriate training the assigned duties can be carried out.
3. School bus drivers shall possess a Class A, B, or C commercial license, be at least twenty-five (25) years of age, and have no less than five (5) years of driving experience with an unrestricted operator's license. If appropriate requirements are met necessary documentation will be provided to applicant to facilitate application to add P and S endorsements if applicant has not already been issued said endorsement.
4. All drivers shall have one (1) physical per year which shall be prior to the opening of school. [Legal Reference 3]
5. Not be under the influence of any intoxicating drink or other drug, no use of tobacco in any form or profanity in any form while on the job or transporting students.
6. Meets the necessary health and physical qualifications.
7. School bus drivers shall meet requirements in accordance with state law and State Board Rules and Regulations.
8. Individuals offered employment with the district and employees transferring to positions subject to the OTETA contingent on drug and alcohol testing must provide written consent for the release of any prior employee positive drug and failed alcohol testing results, refusals to be tested, other violations of testing regulations and, with respect to any employee who violated drug and alcohol regulations, documentation of the employee's successful completion of return-to-duty requirements (including SAP evaluations and follow-up tests within the preceding two (2) years).
9. The applicant must be willing to be fingerprinted if not already on file.
10. Substitute and alternative drivers shall meet all qualifications and requirements for regular drivers.
11. All drivers must take extra trips, field trips as assigned by the transportation supervisor.

**JOB GOAL:** To safely transport students over specified routes.

**ESSENTIAL FUNCTIONS:**

1. Participate in the state-sponsored driver-training program.
2. Obey all state and local traffic regulations and shall assist motorists in passing the school bus between stops.
3. Wear seat belts at all times when such belts are provided.
4. Remain on bus while students are on the bus, including loading and unloading.
5. Promote safety habits with the group of students being transported.
6. Sweep and clean the bus at least once each day.
7. Attend an annual inservice related to controlled-student behavior. Shall be responsible for having the bus checked at the end of every run by someone other than the driver to ensure that all students have left the bus. The bus driver shall

- supply the name, address, and phone number of the checker to the Board before August 1 each year. [Legal Reference 4]
8. Be familiar with and abide by all local, state, or federal traffic laws, rules, and regulations.
  9. Transport students over specified routes according to time schedule.
  10. Maintain discipline when students are on bus and report any student misconduct to the principal of the school where the student is enrolled.
  11. Perform daily mechanical checks on oil, gas, tires, lights, and doors.
  12. Report to the bus garage for needed repairs.
  13. Report all accidents promptly and complete required reports.
  14. Transport only authorized students.
  15. Assume responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job.
  16. Perform other work-related duties as assigned.

**PHYSICAL DEMANDS:** This job may require lifting of objects that exceed 50 lbs., with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows: lifting, carrying, pushing and/or pulling; climbing and/or balancing; stooping, kneeling and/or crawling; reaching; talking; hearing; seeing.

**VOCATIONAL PREPARATION:** The specific vocational preparation may come from any of the following: vocational education; apprentice training; on-the-job training; essential experience.

**TEMPERAMENT (PERSONAL TRAITS):**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

**CAPACITY AND ABILITY REQUIREMENTS:** Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

**GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.