



**JOB TITLE:** BUS DRIVER – Part time for field trips and athletic events

**QUALIFICATIONS:**

1. High school graduate or equivalent (GED) and academic competency in basic skills.
2. Valid license to drive a school bus and an Alabama driver's license.
3. Valid commercial driver's license.
4. Physical every two years (or sooner as prescribed by physician) such health and age requirement as the Board may require.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Transportation Coordinator

**JOB GOAL:** To provide for the safe transportation of students.

**PERFORMANCE RESPONSIBILITIES:**

1. Observe all traffic laws, safety regulations, policies, and procedures regarding school buses in accordance with Federal, State, and local government agencies, and the policies of University Charter School.
2. Demonstrates the ability to work with school age children.
3. Keep a professional appearance and perform duties in a manner that will promote good public relations.
4. Ability to remain both drug and alcohol free in the workplace and be subject to random drug and alcohol testing according to University Charter School policy.
5. Be regular and punctual in attendance and follow correct procedure for signing in.

6. Maintains appropriate student management and reports student incidents to the appropriate supervisors.
7. Work with the Principal to solve discipline problems.
8. Conduct bus evacuation drills in accordance with approved procedure.
9. Transport authorized passengers only, follow the assigned time schedule, and route.
10. Discharge students at authorized stops only.
11. Keeps assigned bus clean by sweeping and periodic washing.
12. Maintains effective communication with supervisors through the daily use of communication devices provided by University Charter School.

### **Apply**

If your experiences and passion make you a great fit for the role, please complete an application. UCS uses an online application system designed to be an easy and efficient way for you to apply. All available positions are listed in [TeachInAlabama](#). Applicants interested in vacancies with UCS must complete an online application via Teach in Alabama OR they can email a resume to [tmoores@universitycharterschool.org](mailto:tmoores@universitycharterschool.org). If selected for a position, additional information is required including a background check/fingerprint review, proof of citizenship, and valid identification.

### **Online Application Instructions**

#### **First Time Users**

**Step 1:** Go to Applicant Login

**Step 2:** Click on Create an Account

**Step 3:** Select a Username and Password. You will use this login information any time you want to apply.

**Step 4:** Build an application by clicking on the Create Application link. This application can be saved and used to apply to more than one job opening.

**Step 5:** If you are ready to apply, complete the application with information and materials for the specific job opening. Make sure you have attached your resume, cover letter and any other pertinent documents in the add attachment section before you apply to a specific job.

## **Apply Now**

**Step 1:** Scroll through the job postings and click on the Job Title to which you want to apply.

**Step 2:** Click on Apply

**Step 3:** Login in using your username and password.

**Step 4:** Complete your application with information and materials for the specific job opening. Make sure you have attached your resume, cover letter and any other relevant documents in the add attachment section.

### *Important Notes*

- Make sure your application is complete and all required materials are attached. Once an application is submitted to a job, it cannot be edited.
- When applying to multiple job postings, your main application will carry forward the information and the attachments of prior applications. Remember to delete the previous cover letter/information you attached and replace them with the new appropriate documents.
- It is important that your application show all the relevant education and experience you possess. Applications may be rejected if incomplete

*Online applications are stored on a secure site  
Only authorized employees and hiring authorities have access to the information submitted.*

*UCS does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments. Alabama school boards are required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match. All applicants must pass a background check through the Alabama State Department of Education to be eligible for employment.*