



**Position**

Bus Driver

MAEF Public Charter Schools (MPCS)  
Mobile, Alabama

Reports Directly to: District Director

**Salary:** \$20 an hour

**Position Overview:**

ACCEL Academy, recognized for its forward-thinking and progressive culture, seeks a **Bus Driver** to transport students to and from school and other sites within designated route(s) and to ensure the safety of the student passengers while in a school vehicle. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class is responsible for the safe operation of a school bus and for ensuring the safety of student passengers while meeting established bus schedules.

**Essential Functions:**

- Drives a school transportation vehicle within a prescribed route(s) in accordance with time schedules; picking up and discharging students at designated stops.
- Transports students and teachers on field trips to various locations; planning necessary route(s) and stops as needed.
- Maintains order and proper discipline of student passengers according to district policy.
- Conduct safety and operational inspections of assigned vehicles daily.
- Reports needed mechanical repairs when necessary.
- Performs periodical safety drills as required by law; completing necessary reports upon request.
- Maintains cleanliness of vehicle to ensure safe operating condition Completes periodic mileage and other reports including passenger counts.
- Completes periodic mileage and other reports including passenger counts.
- Attends various meetings regarding safety, first aid and training updates as required.
- Attends driver training programs to maintain current knowledge of Alabama Motor Vehicle Code and the Education Code as it applies to the operation of vehicles in the transportation of school children.
- Performs Pre/Post Trip Inspections.
- Washes the bus as needed.
- Performs related duties as required.



**Required Qualifications:**

- Possession of a valid and appropriate Alabama Driver's License
- Possession of an Alabama School Bus Driver's Certificate
- Possession of a safe driving record
- Knowledge of the provisions of the Alabama Motor Vehicle Code and the Education Code as applied to the operation of vehicles used in the transport of school children
- Knowledge of basic first aid practices, procedures, and techniques
- Knowledge of safe driving practices
- Ability to read and write at a level necessary to successfully perform the required duties
- Ability to understand and carry out both oral and written instructions in an independent manner
- Ability to establish and maintain proper student conduct on school vehicles
- Ability to drive a school bus safely and efficiently
- Ability to exercise good judgment and extreme caution while driving
- Ability to maintain valid certification as school bus driver according to state regulations
- Ability to meet the physical requirements necessary to safely and effectively perform required duties.
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

**Terms:**

Ten (10) month, 202-day contract with salary established by the Board in terms of the Administrative Provisions and based on experience and qualifications.

**Salary:** \$20 an hour

**Benefits:** Full-time employees receive health benefits through the Alabama Public Education Employees' Health Insurance Program (PEEHIP) and retirement benefits through the Alabama Teacher Retirement System.

**How to apply:**

The board members seek a transformational educator who will lead the personalized learning environment. All interested candidates should apply and adhere to the following steps:

1. Email your resume and cover letter to:

[jobs@accelacademymobile.com](mailto:jobs@accelacademymobile.com) AND [mfirle@accelacademymobile.com](mailto:mfirle@accelacademymobile.com).

**Note:** Your cover letter must include a response to the following essay question: In 100-400 words, please explain why you are an excellent candidate to lead ACCEL Academy, including any experience and specific data/accomplishments that will demonstrate your ability to meet and/or surpass the goals and mission of ACCEL Academy.



2. All correspondence regarding your application will be sent via email to the email address you place on your resume. Please make sure you enter your address correctly and check your email regularly. If your email account utilizes a SPAM filter, it is your responsibility to identify “@[accelacademymobile.com](mailto:accelacademymobile.com)” addresses as “safe” so that you are able to receive email messages from these addresses or save this email address as a contact.
3. All inquiries regarding this position should be emailed to [jobs@accelacademymobile.com](mailto:jobs@accelacademymobile.com) AND [mfirle@accelacademymobile.com](mailto:mfirle@accelacademymobile.com).
4. All applicants must apply through Hire True. If you do not have a Hire True account, please click the link to register in Hire True. [Candidate Registration for Hire True-PC](#) [Candidate Registration for Hire True-Phone](#)
5. If you have a Hire True account, [Apply Here](#). Be sure the school system is listed as ACCEL Day and Evening Academy.

Candidates will be evaluated in accordance with their qualifications as well as professional accomplishments with an emphasis on adherence to the application process.

*The community and students we serve are diverse, and we are committed to reflecting that diversity in our staff. We strive to have the most diverse applicant pool possible. Thus, we encourage individuals of all backgrounds to apply for any position at ACCEL Day and Evening Academy. By fostering a diverse and inclusive environment, we provide the best educational experience to prepare our students for a future reflective of the world in which we live.*

ACCEL 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 network 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.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job



description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school network may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I can perform this position's essential functions with or without reasonable accommodations.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_