

TRUSSVILLE CITY BOARD OF EDUCATION
Job Description

POSITION TITLE: Utility Worker

QUALIFICATIONS: Minimum High School Diploma or Equivalent and valid Alabama Bus Driver's CDL license with S Endorsement.

JOB GOAL: To assist in the transport of Trussville City Schools students to and from school safely and punctually.

REPORTS TO: Director of Support Services

EVALUATION: Trussville Board of Education Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

1. Performs pre-trip and post-trip inspections of bus. Advise appropriate person of any defects.
2. Operates school bus in a safe and courteous manner – obeying traffic laws, rules and regulations.
3. Ensures that all bus rules are adhered to by ALL passengers.
4. Works cooperatively with administration and parents in handling any problems that arise in transporting students.
5. Works cooperatively with assigned bus aide in loading/unloading of disabled students when needed.
6. Prepares all required reports.
7. Maintains a valid State of Alabama Bus Driver's CDL license with S Endorsement and a good driving record.
8. Keeps inside of bus clean (as specified in bus rules).
9. Lifts and/or carries special needs students as needed.
10. Maintains proper certification by attending workshops and professional development courses.
11. Demonstrates a high degree of professionalism and ethics, working cooperatively with the Board, the Superintendent, administrators, certificated and non-certificated personnel, parents, and students.

12. Demonstrates proficiency in written and oral communication.
13. Attends all meetings as required by the Superintendent.
14. Assists with various duties at the Transportation Shop as needed.
15. Performs other duties as assigned by the supervisor.

Board Approved: 07/10/06