

Please Repost
December 13, 2023

HAMILTON SCHOOL BOARD Notice of Non-Instructional Position Opening

December 13, 2023

Date

POSITION Bus Aide

SALARY RANGE \$10,937.00 – \$14,040.00

DUTIES See attached job description

EXPERIENCE PREFERRED Prior experience working with school-aged children.
Knowledge & ability to supervise children, CPR and First Aid training preferred.

EDUCATION PREFERRED High School Diploma or the equivalent

EFFECTIVE DATE OF VACANCY 2023-24 School Year

DIRECTION FOR FILING APPLICATION File application at www.hamiltonfl.com using the
FastTrack on-line application system.

DEADLINE FOR FILING APPLICATION Until Filled

INTERVIEW INFORMATION Qualified applicants will be contacted regarding
interview information. Meeting qualifications does not guarantee an interview.


Personnel Department

The Hamilton County School Board is an Equal Opportunity Employer

In compliance with Article VII of the Agreement Between the Hamilton
County Education Association and the Hamilton County School Board.

Prior to recommendation for employment, the prospective employee must meet and pass Level II Screening and Drug Testing requirements. The screening costs are the responsibility of the prospective employee.

Persons with disabilities who require assistance to participate in the interview process are requested to notify the personnel Office at (386) 792-7816 in advance so their needs can be accommodated.

Hamilton County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services, or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Name/Title: Patrick Howell, Equity Coordinator

Office Address: 5683 US Highway 129 S, Suite 1, Jasper, FL 32052

Phone Number (Voice/TDD): (386)792-7805

E-mail address: patrick.howell@hamiltonfl.com

SCHOOL DISTRICT OF HAMILTON COUNTY

JOB DESCRIPTION

BUS DRIVER

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Must be able to communicate with children.
- (3) Commercial Driver's License (CDL) with passenger endorsement and verification of an acceptable driving record through Department of Motor Vehicles (DMV).
- (4) Successful completion of driver's training course as specified by state and federal standards.
- (5) Must be trained in CPR and First Aid.
- (6) Certified physically capable by a physical examination as prescribed by state and federal standards and reflex test administered by the District.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of highway and traffic safety. Ability to operate light and/or heavy-duty buses in a safe and economical way. Ability to understand and carry out both written and oral directions. Ability to exercise appropriate disciplinary techniques. Ability to follow a daily routing schedule.

REPORTS TO:

Coordinator of General Services

JOB GOAL

To transport students, safely and efficiently, to and from their school sites and/or special events.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:
Service Delivery

- * (1) Transport students to and from school and on assigned trips safely and efficiently.
- * (2) Comply with all state and local laws relative to bus transportation.
- * (3) Observe all safety regulations for school buses.
- * (4) Maintain discipline of students and report discipline problems to school administrators.
- * (5) Fuel bus according to District transportation guidelines / policies.
- * (6) Keep assigned bus clean according to District / transportation policies.
- * (7) Follow assigned route and schedule.
- * (8) Recommend to Supervisor changes in bus routes or bus loads.
- * (9) Complete pre- and post-trip safety inspections and notify proper authority of mechanical defects and lateness.
- * (10) Discharge students only at authorized stops.

BUS DRIVER (Continued)

- *(11) Transport only authorized students.
- *(12) Ensure no smoking, drinking or eating on bus.
- *(13) Instruct students in safety precautions and practices.
- *(14) Conduct bus evacuations as required.
- *(15) Be aware of additional duties related to transportation of exceptional education students, such as door-to-door loading and unloading, assisting with wheelchairs, understanding each student's exceptionality and the development of special loading / unloading procedures.

Inter / Intra-agency Communication and Delivery

- *(16) Interact appropriately with children, bus attendants, if applicable, transportation and school personnel.
- *(17) Report all accidents involving a school bus.
- *(18) Communicate well with supervisor, bus attendants if applicable, and schools.

Employee Qualities / Responsibilities

- *(19) Attend inservice training and meetings as required.
- *(20) Continue to work to improve knowledge and competence in relationship to position.
- *(21) Establish rapport with students.
- *(22) Display appropriate work ethic.
- *(23) Report to work punctually and regularly.

System Support

- *(24) Exercise responsible leadership when on District school trips.
- *(25) Maintain complete and accurate records as required by law, District policy and administrative regulations.
- *(26) Complete and submit all required reports.
- *(27) Assist in upholding and enforcing school rules, District policy and administrative regulations.
- *(28) Follow all transportation policies and procedures.
- *(29) Represent the School Board in a positive manner.
- (30) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 08

*Essential Performance Responsibilities