

# Muscogee County Schools

## Bus Driver, Regular and Special Education (543)

### JOB POSTING

---

#### Job Details

<i>Posting ID</i>	543		
<i>Title</i>	Bus Driver, Regular and Special Education		
<i>Description</i>	POSITION TITLE:	Bus Driver, Regular and Special Education	FLSA: Non-Exempt
	SALARY:	Range \$14.00 - based on COL experience	WORK DAYS: 186
	LOCATION:	Transportation Department	REPORTS TO: Director

PRIMARY FUNCTION: Transporting students over scheduled routes to or from assigned education center or special excursions; ensuring vehicle operation is in safe operating condition and ensuring safety of students during transport, loading and unloading from buses.

#### REQUIREMENTS:

1. Educational Level: High School Education or GED is preferred  
Certification/License Required: Valid Georgia Driver's License; Must have a valid
2. Georgia Commercial Driver's License with S or P Endorsement or be able to obtain within 30 days upon completion of training.  
Experience: Must have at least eight years of regular driving experience; Commercial
3. Driving experience is preferred. Must have a good driving history. (Must provide consent for MCSD to obtain a Motor Vehicle Driving Report.)
4. Physical Activities: Must meet DOT physical requirements for bus driver.
5. Knowledge, Skills, & Abilities: Written and oral communication  
Other: Pre-employment and annual physical examination; must successfully complete
6. Bus Driver Training Program provided by Muscogee County School District Transportation Department

#### ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance for all scheduled training classes.  
The following must be completed in order to be considered for a Bus Driver position:
2. Successful completion of classroom training, pass a written examination for Commercial Driver's License permit, train on the Bus without students, complete and pass road test on MCSD buses, and train on the Bus with students.
3. Presents professional appearance.
4. Has ability to drive any make and model bus in the transportation fleet.  
Assesses incidents, complaints, accidents and/or potential emergency situations
5. (e.g. road hazards, medical emergencies, accidents, etc.) to determine a resolution and/or recommending a resolution to the situation.
6. Special Education Lift Bus Only: Operates wheelchair lift and secures door on lift during transport.
7. Special Education Lift Bus Only: Performs necessary tie downs for wheelchairs and seat security devices for students.
8. Performs other duties as assigned by appropriate administrator.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$14.00 to \$16.30
<i>Salary Code</i>	Per Hour	<i>Job Category</i>	Transportation
<i>External Job Application</i>	Bus Driver	<i>Internal Job Application</i>	Bus Driver
<i>Location</i>	Transportation Department	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>	MCSD Bus Driver		

Benefits include (when placed in a full time position):

- Health, Dental Insurance and Life Insurance
- Paid sick days
- Vacation -depending on type of position
- Retirement Plan
- 403B Options

To Apply:

1. Create an On-Line Account with a User name and Password

Go to our website [www.muscogee.k12.ga.us](http://www.muscogee.k12.ga.us)

- Click "Employment" on the homepage.
- o Click "Job Postings".
- e Select the job that you would like to apply for by clicking on the job or using the 'Search' field under 'Job Listings', type in the search box for a particular job.
  - o For example type in Culinary Technician job posting should appear -You may click on the Job Title for information regarding the position.
- To apply, click on 'Apply for the position' located on the right side of the screen. o If you have not completed an online application before, you will need to create a new account and apply. (This is at the bottom of the 'I am a new applicant' column on the left side of the page.)
- If you have completed an online application previously, you will need to login with the Username and Password. This information is located in the middle section of the page under the heading 'I already have a Recruit & Hire account with Muscogee County Schools'.

(If you have forgotten your login information, you may click on "I forgot my Username or Password" to reset. This is located at the bottom of the middle column.)

- Complete the online application for the position that you are applying for. o References require a valid email address be provided for each.  
*(Please note references cannot be friends, family, coworkers or neighbors.)*

Click on 'SAVE & SUBMIT'.

After your online application is submitted, it will be reviewed by the Coordinator.

Once you have completed the online application:

2. Please ensure that you have the following supporting documents requested attached to application:

- Educational Requirements -Transcripts, HS Diploma/GED
- Certifications needed for the position
- Resume of Work History
- Letter of Interest for the position that you are applying for.

In order to expedite this process, documents can be uploaded to your online application, faxed to Chandra Henry or Kevin Shirley at (706) 748-2040 or delivered to

Muscogee County Public Education Center  
Human Resource Division, 2<sup>nd</sup> Floor  
Chandra Henry  
2960 Macon Road  
Columbus, Georgia 31906

If you have questions concerning the application process or needed documents, please contact Chandra Henry, Applicant Tracking Specialist @ (706) 748-2027 or Kevin Shirley at (706) 748-2079.

*The Muscogee County School District is an Equal Opportunity Employer*