



East Alton Elementary School District #13  
210 East St. Louis Avenue  
East Alton, IL 62024

School 618.433.2051  
Fax 618.433.2096

Mr. Mario D. Sherrell | Superintendent of Schools

September 27, 2022

**POSTING OF VACANCY**

*Position Title and Category:*

One (1) Bus Driver

*Location of Work:*

Transportation Dept.  
2022-2023 School Year

*Rate of Pay:*

\$22.71/hr

*Work Hours and Work Year:*

5 days a week  
4.5 hr/day  
Student attendance days

*Job Qualifications:*

Per the attached job description.

*Deadline for Applications:*

The position will remain open until October 12, 2022.

*Submit the district application, letter of interest, and resume to:*

Mr. Matthew Stimac, Principal of Student Support and Pupil Services  
210 E. St. Louis Ave.  
East Alton, IL 62024  
[mstimac@easd13.org](mailto:mstimac@easd13.org)

**TITLE:** BUS DRIVER

- QUALIFICATIONS:**
1. Possess current State of Illinois Bus Drivers Permit.
  2. Meet all state and local requirements.
  3. Demonstrate aptitude or competence for assigned responsibilities.
  4. High School Diploma or Equivalent.
  5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Buildings and Grounds/Transportation

**JOB GOAL:** To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extra curricular programs.

**PERFORMANCE RESPONSIBILITIES:**

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline when students are on bus.
4. Reports undisciplined students to the proper authorities.
5. Keeps assigned bus clean.
6. Keeps to assigned schedule.
7. Checks bus before each operation for mechanical defects.
8. Notifies the proper authority in case of mechanical failure or lateness.
9. Discharges students ONLY at authorized stops.
10. Exercises responsible leadership when on out-of-district school trips.
11. Transports ONLY authorized students.

12. Reports all accidents and completes required reports.
13. Enforces regulations against smoking and eating on the bus unless on a field trip and weather conditions (in the opinion of the driver) dictate and then only while the bus is not moving.

Bus Driver

14. Checks bus after each operation for articles and students.
15. Never willfully abandons a school bus while it contains any children who are without other adult supervision, except in an emergency in seeking help or otherwise acting in the best interests of the children.
16. Maintains proper care and caution with district property.
17. Other duties as may from time to time be assigned by the district.

**TERMS OF EMPLOYMENT:** Nine month year (student attendance days. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy.