

ENTRANCE POSITION ANNOUNCEMENT

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY
METROPOLITAN ACTION COMMISSION
(615) 862-8860, Extension 70105

APPLICATIONS WILL BE ACCEPTED UNTIL AN ADEQUATE POOL IS ESTABLISHED.

HEAD START BUS DRIVER

SALARY: \$30,273.48

(Grade 5a)

Plus medical, dental, pension and other insurance benefits

POSITION DESCRIPTION: Work hours (6:45 a.m.–3:15 p.m.)

Duties include:

- Transport children, parents, staff and equipment in a safe and efficient manner
- Submit a legible inspection sheet weekly
- Provide a daily checklist and observe all cleaning schedules
- Observe loading/unloading bus procedures
- Serve as back-up Teacher Assistant in the classroom and on field trips
- Attend meetings and complete required training
- Demonstrate positive and professional work habits
- Help children to develop socially, intellectually, physically and emotionally
- Assist with other position related duties as requested by supervisor

MINIMUM REQUIREMENTS:

- Minimum of a high school diploma or GED
- Must be able to drive a 48-passenger bus and other Metropolitan Action Commission vehicles
- Must be able to lift 50-70 pounds
- Knowledge of street and highway safety rules and procedures
- Ability to work with children
- Teamwork experience
- Valid Tennessee Commercial Driver's License (CDL) with a P and S endorsement

Per Metro Ordinance No. SO94-1078. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.

HOW TO APPLY

Applications can be downloaded from our website at www.nashville.gov/mac

Applicants may fax application and/or resume to (615) 862-8881

Or

Mail to the

METROPOLITAN ACTION COMMISSION

800 2nd Avenue North

Nashville, TN 37201

Or

Apply in person Monday through Friday between 9:00 a.m. and 4:00 p.m.

For questions contact the Human Resources department at (615) 862-8860, Extension 70105.

Please be advised that ALL candidates for ANY position with the Metropolitan Action Commission will be subject to a background check.

The Metropolitan Government of Nashville and the Metropolitan Action Commission are equal opportunity employers.

In compliance with Tennessee law, all applications are subject to public disclosure.

Requests for ADA accommodations should be directed to Rickie McQueen at (615) 862-8860, Extension 70103.

