

# ENTRANCE POSITION ANNOUNCEMENT

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

**METROPOLITAN ACTION COMMISSION**

(615) 862-8860, Extension 105

APPLICATIONS WILL BE ACCEPTED UNTIL AN ADEQUATE POOL IS ESTABLISHED.

## HEAD START BUS DRIVER

**SALARY: \$28,034.68**

(Grade 5)

Plus medical, dental, pension and 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 weekly legible inspection sheet
- Provide a daily checklist and observe all cleaning schedules
- Observe loading/unloading bus procedures
- Serve as back-up teachers 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
- **VALID Tennessee Commercial Driver's License (CDL) with a P and S endorsement**
- Must be able to drive a 48-passenger bus and other Metro 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

### HOW TO APPLY

Applications can be downloaded from our website at [www.nashville.gov/mac](http://www.nashville.gov/mac)

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

Or

Mail to the

**METROPOLITAN ACTION COMMISSION**

800 Second 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 862-8860

Extension 70103

