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## **JOB APPLICATION**

**Job Title: SUMMER CAMP BUS DRIVER**

**Job Level:** Part-time (Seasonal)

**Pay Rate:** \$23.00/hr.

**Updated on:** January 13, 2026

**Homewood Parks & Recreation Board**

**1632 Oxmoor Road, Homewood, Alabama 35209**

**PH: 205-332-6701 / Email: [homewoodparks@gmail.com](mailto:homewoodparks@gmail.com) / [www.homewoodparks.com](http://www.homewoodparks.com)**

### **SUMMARY**

Responsible for the safe operation of a school bus transporting summer camp participants and staff to and from field trips and activities within the greater Birmingham area. Ensuring compliance with all federal, state, and local transportation regulations while maintaining a safe, positive environment for campers.

### **ESSENTIAL FUNCTIONS:**

Safely operate a school bus to transport campers and staff to scheduled field trips and activities.

Conduct required pre-trip and post-trip vehicle inspections.

Ensure campers are properly seated and following safety procedures during transport.

Maintain accurate routes, trip, and passenger documentation as required.

Communicate effectively with camp staff regarding scheduling, delay, or concerns.

Maintain a clean and orderly bus at all times.

Respond appropriately to emergencies or incidents following established procedures.

Foster positive communication with parents, guardians, families, camp directors, and co-workers.

Adhere to the discipline guidelines set up by Homewood Parks and Recreation Board.

Present with a well-groomed appearance at all times.

Adhere to all policies and procedures as established by Homewood Parks and Recreation Employee Handbook and Administrative Handbook.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **MINIMUM REQUIREMENTS TO APPLY**

Must be at least 21 years of age.

Must possess a valid Alabama Commercial Driver's License (CDL) with Passenger (P) endorsement and School Bus (S) endorsement.

Must have a clean driving record acceptable under state and organizational standards.

Must successfully pass a Department of Transportation (DOT) physical examination.

Must pass a pre-employment and random drug and alcohol screening as required by DOT regulations.

Must pass a criminal background check and motor vehicle record (MVR) check.

Previous school bus or commercial driving experience preferred.

## **LANGUAGE SKILLS**

Ability to read and comprehend safety rules, transportation schedules, and written instructions. Ability to communicate clearly and effectively with staff and campers.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

## **REASONING ABILITY**

Ability to apply reasoning and understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, run, twist, jump, and sit. The employee occasionally is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is required to sit for extended periods, use hand and arms to operate controls, and occasionally assist passengers. Must meet all DOT physical requirements.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to the outside weather conditions. The noise level in the work environment is usually moderate.

**Homewood Parks Summer Camp Bus Driver Application**

*Please fill out all the sections below. Applications with a resume can be dropped off at the Homewood Community Center front desk or emailed to [homewoodparks@gmail.com](mailto:homewoodparks@gmail.com)*

Homewood Parks & Recreation Board is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited is local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a Homewood Park representative.

**Applicant Information**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Application: \_\_\_\_\_

**Employment Position – Summer Camp Bus Driver**

How did you hear about this position?  
\_\_\_\_\_

The Homewood Summer camp program will run from May 26th-July 24th. Our regular hours of operation are Monday-Friday, 7:45AM-5:30PM. Is there any reason why you would be unable to work during the above stated times/dates? (Include all known vacations, summer classes, additional jobs, etc.)      YES      NO

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

## **Personal Information**

Are you 21 years or older?      YES      NO

Are you a U.S. citizen or approved to work in the United States?      YES      NO

What document can you provide as proof of citizenship or legal status?

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Will you consent to a mandatory controlled substance test?      YES      NO

Will you consent to a pre-employment background screening and motor vehicle record check?  
YES   NO

Have you ever applied to work for Homewood Parks & Recreation Board before?      YES      NO

If yes, when?

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Do you have any friends, relatives, or acquaintances working for HPRB?      YES      NO

If yes, state name(s) & relationship:

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## **Driving Qualifications:**

CDL License Number: \_\_\_\_\_

State of Issue: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Passenger (P) Endorsement: YES      NO

School Bus (S) Endorsement: YES      NO

List any previous commercial or school bus driving experience:

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*(Note: Homewood Parks & Recreation Board complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)*

**Previous Employment**

**Employer Name:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Employer Name:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

***Please attach an updated resume to your application.***

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## **Authorization & Consent**

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. By applying for employment, I authorize the Homewood Parks & Recreation Board (HPRB), and its employees and representatives to request information from and consult with any third party (including any former employers) who may have information on me including my qualifications, competence, character, stability, habits, behavior, and prior work performance. This authorization includes the right to inspect and/or obtain any and all documents and records (i.e. criminal background history, department of motor vehicle history, and/or sexual offender status) of any kind from third party source unless protected by a statutory or judicially created privilege. I authorize any such third party to release this information to HPRB, and I hereby release HPRB, its employees and representatives, and any such third party from any and all liability with respect to any acts, communications, recommendations, disclosures and/or expressions of opinion concerning information requested, transmitted, evaluated, and used in considering my application for employment and subsequent employment (if any) with HPRB.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules & regulations of the department. I understand that my employment with HPRB is voluntarily entered into, and I am free to resign at will at any time, with or without cause. Similarly, HPRB may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

In processing your application for employment, if you are offered employment, or at any time during your employment, Homewood Parks & Recreation Board (HPRB) may obtain a background check or perform drug and/or alcohol testing. HPRB is proud to be a drug & alcohol free workplace.

I authorize HPRB to perform any and all necessary background checks, and drug/alcohol testing.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Please fill out all the sections above (pages 3-6). Applications with a RESUME can be dropped off at the Homewood Community Center front desk or emailed to [homewoodparks@gmail.com](mailto:homewoodparks@gmail.com)***