

Marcellus Community Schools

Position Type: **Bus Driver**

Available: Current Vacancy- Part time

Department: Transportation

Reports to: Transportation Supervisor

Purpose:

The position of Bus Driver, under the direction of the Transportation Supervisor, is responsible for the safe transporting of students of the Marcellus Community School District. Other duties involve managing the operation of the bus to ensure a safe and hazard free environment for all students.

Qualifications:

1. Must be 18 or older, and possess a high school diploma or equivalent.
2. Must be in possession of, or able to obtain within 60 days, a CDL license with a B, P, and S classification and Air Brake endorsements. Must have successfully completed all necessary training to be a certified school bus driver. *Paid training provided to candidates.*
3. Must be able to pass the MDE physical annually.
4. Must be able to pass a DOT physical as required.
5. Meet and maintain District/Michigan Department of Education competency levels of driving skills.
6. Meet District/Michigan Department of Education standards of past driving performance.
7. Meet Federal DOT drug/alcohol testing requirements.
8. Must maintain a valid Michigan Driver's license at all times.

Principal Duties and Responsibilities:

Work is performed under the general supervision of the Transportation Supervisor. An employee in this position may be called upon to do any or all of the following (These duties and responsibilities are judged to be "essential functions" in terms of the Americans with Disabilities Act or ADA):

1. Follow all established policies, practices, and procedures in terms of duties and responsibilities of the position as delegated by Transportation Supervisor
2. Enjoy working with children of all ages and being sensitive to their needs.
3. Must establish and maintain effective communication with those contacted in the course of work.
4. Perform such tasks as the supervisor may request in order to promote cooperative teamwork.
5. Display professional behavior when working with students, families, co-workers and others in the community.
6. Safely operate all types of vehicles used to transport pupils and perform successfully as a driver.
7. Follow assigned schedules and routes unless permission is received from the supervisor.
8. Perform a pre-trip inspection prior to each run.
9. Understand mechanical functions of a school bus and report vehicle defects using the established form.
10. Have knowledge of local, state and federal rules, regulations, ordinances and laws regarding school bus operation. Obey all state and federal laws.
11. Follow all procedures, policies and directives of the district.
12. React appropriately and independently in emergency situations.
13. Assure that students get on and off the bus in a safe and orderly fashion.
14. Maintain student confidentiality.
15. Regular and reliable attendance is an essential job duty.
16. Complete other duties as assigned.

Qualification Requirements:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

Physical Demands:

While performing the duties of this job, the employee is continuously required to sit, walk, stand and reach with hands and arms; occasionally lift and carry up to 30 pounds. Specific vision abilities required by this job include close vision; very good depth perception; and the ability to communicate through speech. The position requires a moderate amount of physical activity.

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 regularly works outside and occasionally meets deadlines with severe time constraints.

Terms of Employment: 180 days. Monday-Friday. This position generally follows the MCS Academic Calendar. This position has non-working days during winter, spring and summer breaks as well as designated holidays. Salary, terms and other conditions of employment established by the Board of Education.

Application Deadline: Until filled.