Kalkaska Public Schools

Posting / Employment Opportunity

November 13, 2018

Bus Driver

2018-2019 School Year

Qualification Requirements	• Minimum of a high school diploma or equivalent • Must meet the certification requirements of the State of Michigan for school bus driving.
Essential Duties and Responsibilities	• Drives a school bus to transport students to and from school over defined routes while adhering to structured schedules, safety policies and traffic ordinances. • Provides instruction on and performs pre-trip inspections of the bus on a daily basis and prior to each scheduled bus run to insure compliance with Michigan Department of Transportation regulations. • Provides instruction on and conducts proper and legal stopping of school busses, counts students as they board, monitors student off-boarding and road crossing, and insures adherence to danger zones and railroad crossings. • Provides training on and performs appropriate passenger management and behavior control according to school policies and procedures. • Provides training and demonstration on and insures that emergency evacuation practices, procedures and policies are implemented correctly and according to school policies and procedures. • Completes and submits work-orders, pre-trip forms, incident reports and accident reports. • Performs other related duties as directed by supervisor. • Regular and reliable attendance. • The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
Salary and Benefits	Salary determined by support staff contract.
Deadline	3:00 p.m. on November 19, 2018 or until filled
Method of Application	Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to: Eric Stowers Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646 Or electronically as ONE document to: estowers@kpschools.com
Contact Information	Please direct questions to Eric Stowers at e-mail estowers@kpschools.com.

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The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109