



# Kalkaska Public Schools

*Posting / Employment Opportunity*

*January 27, 2026*

*Bus Driver*

## **Qualification Requirements**

- Minimum of a high school diploma or equivalent
- Must meet the certification requirements of the State of Michigan for school bus driving.

## **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.

*This document is intended to describe the general nature and level of the work performed by those assigned to this job. This is not an exhaustive list of all duties and responsibilities. Administration reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

## **Compensation**

Wage determined by the support staff contract.

## **Deadline**

3:00 p.m. on Wednesday, February 2, 2026 or until filled.

## **Application Process**

Persons interested in this position should submit letters of interest, resume, credentials/certification and list of references in **ONE PDF** document to: [jobs@kpschools.com](mailto:jobs@kpschools.com).



Please direct questions to Rick Heitmeyer at e-mail [rheimeyer@kpschools.com](mailto:rheimeyer@kpschools.com). Visit our website at [www.kpschools.com](http://www.kpschools.com) for additional information about Kalkaska Public Schools.

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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