

Delton Kellogg Schools

327 N. Grove Street
Delton, MI 49046

Internal/External Posting

POSITION TITLE: Bus Driver(s)
DEPARTMENT: Transportation
REPORTS TO: Superintendent
PREPARED BY: Central Office

DATE: 10/20/2017

SUMMARY:

Drives bus to transport students over specified routes according to time schedule. Complies with traffic regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Shows proficiency in handling students.
- Drives a school bus safely and professionally.
- Shows proficiency in handling and maneuvering school bus.
- Performs and properly completes daily pre-trip and post-trip inspections.
- Complies with all traffic ordinances.
- Participates in on-site training.
- Attends training as required.
- Deals with stressful conditions in a professional manner.
- Other duties as assigned by the Superintendent or his/her designee.

SUPERVISORY RESPONSIBILITIES:

Supervises students while transporting them.

QUALIFICATION REQUIREMENTS: *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.*

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

CERTIFICATES, LICENSES, REGISTRATIONS:

With training, must be able to obtain a Commercial Driver's License with B-PS. Must pass State Skill Test and State Written Test. Must have less than seven points on driving record and be able to pass a physical examination including drug test.

LANGUAGE SKILLS:

Ability to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out detailed written or spoken instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to work in a friendly manner with co-workers and students. Ability to read and understand maps. Ability to pass State Skill Test, State Written Test, Department of Transportation physical and MDE Basic Training Program. Ability to communicate clearly and concisely both in spoken and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently repeats the same hand, arm or finger motion many times. The employee frequently uses hand strength to grasp tools and is continuously driving on the job. The employee must occasionally lift and/or move up to 75 pounds such as students. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision.

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 occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others.

The noise level in the work environment is frequently loud to where employee has to raise his/her voice to be heard.

Reports To:	Superintendent
Contract Terms:	School Year
Rate of Pay:	Per Contract (45 working days probation)
Deadline:	Until filled

Interested applicants should fill out an application and send a letter of interest and resume to:
Delton Kellogg Central Administrative Office
Kyle B. Corlett, Superintendent
327 N. Grove Street
Delton, MI 49046
carol.hersha@dkschools.org

The final candidates for this position will be required (at their cost) to furnish Delton Kellogg Schools with a current Michigan State Police and FBI criminal records check prior to our recommendation to hire.

Delton Kellogg School District is an Equal Opportunity Employer and does not discriminate in its educational policies or practices on the basis of religion, race, color, sex, national origin or handicap of any individual.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.