North Muskegon Public Schools
Position Posting

Sub Bus Driver

MINIMUM QUALIFICATIONS:

Must possess a Valid Michigan driver's license School Bus

Endorsement Sub Driver wage: $13.00/hr

If qualified & interested, persons should apply in writing to:

Michell Liegeois
North Muskegon Public Schools
1600 Mills Avenue
North Muskegon, MI 49445

Email: mliegeois@nmps.net

Non-Discrimination Policy

It is the policy of North Muskegon Public Schools that no person shall, on the basis of race, color, national origin, sex, or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination during any program or activity or in employment.

North Muskegon Public Schools
Job Description

Position Title: Bus Driver
Department: Transportation
Reports to: Transportation Supervisor

SUMMARY:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned.)

Drives a school bus safely and professionally.
Deals with stressful conditions in a professional manner.
Performs and properly completes daily pre-trip inspections.
Complies with discipline polices set forth in the School Code of Conduct for Transportation.
Complies with all traffic ordinances.
Must have patience; be neat and personable, kind and courteous.
Participates in on-site training.
Shows proficiency in handling and maneuvering school bus.

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). Must have no points on driving record and able to pass physical including drug test.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must be able to obtain a Commercial Driver's License. Must pass State Skill Test and State Written Test.

LANGUAGE SKILLS:

Ability to read a limited number of two and three syllable words and to recognized 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 10's and 100's. 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 oral 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 oral 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 and is continuously driving on the job. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is continuously bending or twisting the neck more than the average person and will frequently bend at the trunk more than the average person. The employee frequently repeats the same hand, arm or finger motion many times. The employee frequently uses hand strength to grasp tools. 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 100º and below 32º 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 you have to raise your voice to be heard.

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.