

PLEASE POST

RIVER VALLEY SCHOOL DISTRICT INTERNAL/EXTERNAL POSTING

Position: **Sub Bus Driver**
Approximately 3 ½ - 4 Hours Per Day – while school is in session

Qualifications

Required

- ✓ Has a high school diploma or its equivalency
- ✓ Has a “service-oriented” philosophy and has the ability to work independently and with others in a team
- ✓ Is able to comprehend and follow written and oral instructions, including following a bus route with stops
- ✓ Is professional, exercises tact, and responds under pressure
- ✓ Has excellent interpersonal skills and maintains a positive and cooperative attitude
- ✓ Demonstrates a good work ethic and has high standards for work performance
- ✓ Is able to pass an annual DOT physical exam
- ✓ Is able to obtain a CDL, class BPS
- ✓ Can demonstrate safe driving practices
- ✓ Can maintain simple records and files
- ✓ Able to understand mechanical functions of a school bus and report any defects to his/her supervisor or designee
- ✓ Has knowledge of laws, rules and regulations pertaining to the safe operation of a school bus and pupil transportation
- ✓ Is capable of driving, backing and turning around any and all pupil transportation vehicles
- ✓ Has experience working with school-age children
- ✓ Can demonstrate ability to problem solve, make decisions, and take responsibility for own decisions
- ✓ Can demonstrate ability to multi-task, including bus driving and monitoring students
- ✓ Is willing to take additional training or classes to improve skills in position

Preferred

- ✓ Has a current CDL, class BPS or willing to train to obtain
- ✓ Has knowledge of child development and can effectively develop a behavior management plan for the appropriate age and developmental stage of students assigned
- ✓ Is willing to work flexible hours in order to complete assigned tasks and responsibilities
- ✓ Has updated CPR and First Aid certification
- ✓ Prior school bus driver experience

Responsibilities

- ✓ Maintains a safe and orderly environment on the pupil transportation vehicle
- ✓ Performs a complete pre-trip inspection, prior to each operation of a vehicle, and reports any and all defects immediately on the designated form as directed
- ✓ Performs a complete post-trip inspection after each operation of a vehicle
- ✓ Complies with designated pick-up and drop-off locations and times
- ✓ Continually updates route file and records for accuracy
- ✓ Reports all accidents and emergencies immediately to the supervisor and prepares proper forms as directed
- ✓ Demonstrates a working knowledge of MVC, PA 187 and all pupil transportation laws set forth by government agencies
- ✓ Complies with district policies and procedures
- ✓ Complies with all directives, both oral and written, from the supervisor, or his/her designee
- ✓ Maintains the interior and exterior cleanliness of assigned vehicle(s)
- ✓ Maintains mirror system alignment
- ✓ Participates in meetings and in-service training sessions as required
- ✓ Observes all FCC regulations for the use of two-way radios
- ✓ Supervises the loading and unloading of students
- ✓ Maintains at least one half tank of fuel in assigned pupil transportation vehicles
- ✓ Completes all required paperwork on the proper forms and submits them to the transportation supervisor, or his/her designee, in a timely manner
- ✓ Performs temporary and regular duties as assigned by supervisor or his/her designee

Internal Candidates Send a letter of application outlining your qualifications for the position to the Office of the Superintendent.

External Candidates **MAIL** a letter of application, resume, credentials; complete a district application, AND include three (3) names of professional references with telephone numbers to:

Human Resources
River Valley School District
15480 Three Oaks Road
Three Oaks, MI 49128

For additional info, contact – Jennifer Templeton, Transportation Supervisor at (269) 756-7899

Date of Posting: February 2, 2018

Deadline Date: Until filled

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www.rivervalleyschools.org

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