

JOB POSTING #159

Mar Lee School

Position: **Full Time Bus Driver**

Date Posted 7/16/2018. This posting will expire after 5 business days. Please submit a letter of interest, resume, and a list of three references to the Superintendent via email or in person before the posting expires. This position will be posted until filled.

Submit interest to Julie Jordan, Transportation Director, jordanj@mar-lee.org

This is an External posting for the **2018-2019** school year.

General Description Of Position:

Operates school buses under all types of weather conditions to safely transport students on scheduled routes and on field, extracurricular and special or extra activity trips authorized by school district officials.

Essential Duties and Responsibilities:

1. Safely drive a school bus on scheduled routes and /or all types of trips in support of district approved activities, both within and outside school district boundaries.
2. Communicate effectively with transportation office by use of two-way radio.
3. Perform pre-trip inspections on the bus before each route or trip as required.
4. Ensure that students board and leave bus , and cross the street in a safe and orderly manner.
5. Maintain safe student management and be consistent with following the bus rules set by the district.
6. Report unsafe acts or conditions which require the attention to the Transportation Director.
7. Complete forms, records and reports as required by the state or district policies.
8. Participate in school bus driver training programs and courses as required.
9. Clean and service the school bus.
10. Report necessary bus repairs or damage to the Transportation Director.
11. Shall be able to conduct bus evaluation drills as required by law.
12. Be alert and exercise good judgment concerning emergencies and day to day operations.
13. Conduct yourself as a professional Mar Lee School staff member at all times.
14. Perform other school bus driver related duties as needed.
15. Adhere to all laws, regulations and rules set forth by federal, state, local agencies and Mar Lee District.

Minimum Professional Requirements:

1. Must be at least 18 years of age.
2. High school diploma or equivalent.
3. Valid driver's license and birth certificate.
4. Ability to pass state required background check.

5. Satisfactory completion of drug testing is a condition of employment and continued employment, and is a part of the District 's employment process.

Desired Requirements:

1. Experience in a school setting with school-age children.
2. Knowledge and skills working with At-Risk students.
3. First Aid and CPR Certification.

Personal Qualifications:

Some examples of these are:

1. Opening and closing a bus hood and lifting the hood up to perform pre-trip requirements of the engine.
2. Opening and closing of bus entrance and emergency doors.
3. Bending, pushing and pulling to load and unload a wheelchair, with or without a passenger, onto a lift platform, by exerting a maximum of 40 lb. of push / pull pressure.
4. Bending, supporting and otherwise physically helping passengers into and out of a school bus.
5. Carrying and lifting into and from the school bus, personal articles and adaptive equipment of various weights and sizes.
6. Bending and stretching for the cleaning and securement of equipment in the interior of the school bus.
7. Bend, stretch, pull and drag all persons, equipment or other types of articles that would be of varying sizes and weight out of emergency exits on demand.

Salary level: \$21.15 per bus run

Amenities: \$500 sign on incentive. Payable in two increments of \$250 for successful completion of 1st semester(December) and 2nd semester(June). Available for 1st year of employment only.

Paid training

PTO time

Different rates for various duties.

Term of employment: This is a Full Time position for the 2018-2019 school year.

Reports to: Superintendent/Transportation Director