



# MONTAGUE AREA PUBLIC SCHOOLS

EDUCATION IN THE RIGHT DIRECTION

4882 STANTON BLVD. • MONTAGUE, MI 49437 • TELEPHONE: 231-893-1515 • FAX: 231-894-6586

## Internal/External Job Posting

**Position:** Substitute Bus Driver  
**Classification:** Hourly Employee  
**Terms:** 2023-2024 School Year, Days / Hours As Needed  
**Starting Salary:** \$18.35 per hour; per MESPA Contract Agreement  
**Posted:** August 28, 2023  
**Closing Date:** Until filled

### General Job Function:

Under the direction of the Transportation Director, the Bus Driver assumes primary responsibility for the safe and timely transport of students.

### Education / Experience:

- High School graduate or equivalent
- Prior successful experience as a bus driver preferred

### Requirements:

- CDL Bus Driver Certification
- Meet State physical examination requirements
- Meet local, State and Federal standards for driving test
- Submit to LIEN check.

### Responsibilities:

See attached job description

### Applicants:

Interested candidates should send a letter of interest and resume or application to:

Krista Hams, Human Resources Coordinator

By Mail: Montague Area Public Schools  
4882 Stanton Blvd.  
Montague, MI 49437

Or E-mail: [humanresources@mapsk12.org](mailto:humanresources@mapsk12.org)

**MONTAGUE AREA PUBLIC SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** Bus Driver  
**REPORTS TO:** Transportation Director  
**SUPERVISES:** Not Applicable

**GENERAL JOB FUNCTION:** Under the direction of the Transportation Director, the Bus Driver assumes primary responsibility for the safe and timely transport of students.

**EDUCATION REQUIREMENTS:**

- Possession of a high school diploma or its equivalent

**QUALIFICATIONS:**

- CDL Bus Driver Certification
- Meet State physical examination requirements
- Meet local, State and Federal standards for driving test
- Submit to LIEN check
- Prior successful experience as a bus driver preferred
- Must be willing to receive additional training to improve job skills

**ESSENTIAL JOB FUNCTIONS:**

- Demonstrate knowledge of rules and regulations promulgated by local, State and Federal authorities
- Demonstrate the ability to:
  - Have well developed interpersonal skills
  - Maintain confidentiality
  - Have strong organizational skills, ability to multi task and meet deadlines
  - Motivate others and influence their behaviors
  - Collect and analyze appropriate data sources to inform decisions
  - Build a professional environment that is one of mutual respect, teamwork, and accountability
  - Work with at-risk students
  - Work effectively as part of a team
- Must be regular in attendance and punctual in reporting to assignment
- Able to accept directions from the Transportation Supervisor and work cooperatively with others.
- To meet the requirements and follow the rules and regulations as established by the Michigan Department of Education and the (School District/ISD)
- To obey all laws governing the operation of a vehicle and/or a school bus
- Conduct pre-trip inspection of school bus prior to every trip and route as prescribed
- Only use established routes and designated bus stops
- Operate bus/District vehicle on approved time schedule
- Observe all mandatory safety and radio check regulations
- Maintain discipline when students are on bus
- Report bus accidents and pupil injuries to authorities and complete required reports

**ESSENTIAL JOB FUNCTIONS (Cont):**

- Conduct emergency evacuation drills in keeping with school policies and laws
- Instruct riders regarding being responsible passengers
- Must complete daily pre-trip inspection of the vehicle and must immediately report needed repairs
- Responsible to attend classes in CPR/First Aide and other training sessions as directed by the Supervisor of Transportation
- To appropriately secure wheelchairs with safety equipment
- Maintain the bus in a clean and orderly condition, sweep and empty trash
- Refuel the bus when necessary
- Perform such other tasks and assume such other responsibilities as may be assigned

**NOTABLE PHYSICAL REQUIREMENTS:**

Occasional light to moderate lifting up to 25 pounds may be required.

**TYPICAL WORK ENVIRONMENT:**

Most work is done on school bus runs. Occasional assignments may require short trips to other MAPS facilities, the MAISD or elsewhere in the community.

**EVALUATION:**

The Bus Driver is evaluated by the Transportation Director.