

Appendix A

Tawas Area Schools School Bus Driver Vacancy Four-hour (4 hr.) bus run 2023-2024

Minimum Qualifications (For Job Posting Purposes Only)

1. 18 years of age or older and a high school graduate/GED.
2. Must complete 20 hours of training to obtain BP & S Endorsement and complete the road test.
3. Commercial Drivers' License with BP & S Endorsement to include Chauffeur's License (or capable of obtaining one).
4. Has completed 24 hours of State Certified Instruction or is presently enrolled in the course that will be completed during the present school year, or is willing to attend the twenty-four-hour state certified course upon being awarded the position.
5. Driver's record with less than seven (7) points.
6. Must take and pass a yearly physical examination performed by the school physician.
7. Must submit to pre-employment drug/alcohol testing.
8. Ability to read, write, communicate and work with staff, students, and public in an effective and positive manner.
9. Ability to develop and maintain a positive attitude toward the job assignment and the school system in general.
10. It is the district's expectation that the individual will show initiative, present a good public image, and conduct good public relations.
11. New employee must sign a certified statement, under penalty of perjury, that he or she is a citizen or national of the United States or an alien authorized to be employed in the United States.
12. Must successfully complete drug screening, background check and fingerprinting and pay for that processing.

****This posting is for two (2) school bus drivers.**

Please mail or deliver your application to the Superintendent's Office at:

Tawas Area Schools
Attn: Victoria Fisher (vfisher@tawas.net)
245 W. M-55
Tawas City, MI 48763

Applications will be accepted until 3:00 p.m. on Monday, August 7, 2023.

Posting Date: Tuesday, July 25, 2023.

The Tawas Area School District does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and services, including employment opportunities.

TAWAS AREA SCHOOLS BOARD OF EDUCATION

JOB DESCRIPTION

Title: **Bus Driver**

Reports To: Transportation Director and Local Superintendent.

General Description: Responsible for the safe and efficient transportation of school pupils within the guidelines of the State of Michigan and the policies established by the local board of education; maintaining discipline on the bus; promoting good public relations by neat appearance, proper attitude, and appearance of the school bus.

Essential Functions:

1. Operate vehicle types used in transporting pupils in the school district, in accordance with the policies set forth in the Tawas Area Schools' Bus Driver's manual.
2. Conduct a thorough pre-trip inspection of the school bus once daily prior to AM route. This is to be completed during the 15-minute engine warm-up. Do 5-minute walk-around inspection any other time the bus leaves on a trip or route. (If a spare bus, or other bus, is driven later in the day, do a thorough pre-trip inspection if the bus has not been inspected/driven prior that day.
3. Identify and know the geographic area of the school district.
4. Use established bus routes and designated stops. All drivers shall maintain a consistent pick-up time at each loading point. No short cuts on dirt roads will be permitted.
5. Make suggestions for more efficient routing, but permission must be granted by the transportation director prior to any change(s).
6. Knows the rules and regulations promulgated by local, state and federal authorities.
7. Drivers are not to leave their buses at any time after the start of their route, unless in case of an emergency.
8. Report all bus accidents and all pupil injuries to the transportation director. Compile the appropriate incident forms.
9. Conduct emergency evacuation drills in keeping with school policies.
10. Instruct passengers regarding their safety responsibilities.
11. Drive defensively under varying traffic conditions and inclement weather. Report any hazardous conditions along the existing route to the transportation director.
12. Be firm, fair, and consistent when disciplining students. Maintain pupil control and report violations to the proper authority (transportation director, principal, etc.)
13. Drive with the safety of the students as first priority. Be alert and exercise good judgment in all aspects of driving the vehicle and handling students.
14. Report personal absences in time for the supervisor to secure a substitute driver.
15. If time off is desired and a replacement is available, a "request for leave" must be submitted and approved by the transportation director.
16. Perform bus housekeeping duties inside and outside of the bus. Wash outside of bus weekly, if possible. Clean out buses when they are warm. This means after the AM run. Windshield and dash shall be cleaned and dusted at least once a week. Also before every activity trip.
17. Maintain the orderliness and cleanliness of the bus drivers' break room.

JOB DESCRIPTION

Bus Driver

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Essential Functions: (continued)

- 18. Fill fuel tank and add additives and other fluids as necessary.
- 19. Make proper use of the bus radios and avoid all unnecessary conversation.
- 20. Report any problem with the bus in writing and orally before leaving the bus barn, every trip. Oral reports alone are not sufficient.
- 21. Attend required schooling as directed by the board of education. This schooling enables a person to remain in contact with the most current methods and procedures.
- 22. Required to submit to random drug/alcohol testing.
- 23. Required to attend meetings arranged by the supervisor.
- 24. Must pass an annual physical.
- 25. Establish a favorable working relationship with other drivers, maintenance personnel, teachers, students, principals and total school staff.
- 26. Exhibit a positive image as a loyal representative of the school district.
- 27. Promote good public relations by personal appearance, attitude, conversation and the appearance of the school bus.
- 28. Any other duties as assigned by a supervisor.

Other Duties and Responsibilities:

- 1. Serves as role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
- 2. Helps instill in students the belief in and practice of ethical principles and democratic values;
- 3. Conducts all other duties related to the bus driver’s duties as assigned by the transportation director, assistant superintendent, or local superintendent;
- 4. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

ADDITIONAL WORKING CONDITIONS:

- 1. Occasional exposure to blood, bodily fluids, and tissue.**
- 2. Occasional operation of a school bus under inclement weather conditions.**
- 3. Occasional interaction among unruly children.**
- 4. Continually update ones training and education in working and serving the specialized needs of the children they serve.**

**TAWAS AREA SCHOOLS
BOARD OF EDUCATION
JOB DESCRIPTION**

Title: **Bus Driver**



This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee’s supervisor, appointing authority, or designee.