



# Onaway Area Community Schools

4549 M-33 Hwy. Onaway, MI 49765

•Ph: (989) 733-4970 •Fax: (989) 733-4998

Shaun Jordan, Superintendent

## Notice of Posting

**Date:** 7/13/2026

**Job Title:** Full-Time School Bus Driver

**Looking for Substitute drivers as well.**

Location: Onaway Area Community Schools, 4549 M-33, Onaway, MI 49765

Job Type: Full-Time, 10-Month School Calendar

Pay Rate: Competitive Hourly Rate (Based on the support staff union agreement, dependent on experience)

Hours: Standard split shifts (AM/PM routes) following the district calendar.

### **Job Summary:**

Onaway Area Community Schools is seeking a dedicated, safety-minded Full-Time School Bus Driver to join our Cardinal family. This vital position ensures our local K-12 students are transported safely, reliably, and punctually to and from school, field trips, and athletic events.

### **Essential Duties and Responsibilities:**

- Route Operation: Navigate established routes safely within the Onaway district, adjusting driving techniques for inclement Northern Michigan winter weather.
- Safety Inspections: Complete mandatory daily pre-trip and post-trip vehicle inspections to verify bus safety (brakes, lights, tires, emergency exits).
- Student Management: Foster a positive, respectful, and safe environment on the bus, managing student behavior and reporting incidents to administration when required.
- Communication: Maintain open contact with the transportation hub regarding road conditions, closures, or route delays.

### **Qualifications & Requirements:**

- Licensing: Must possess or be able to obtain a Michigan Commercial Driver's License (CDL) Class B with Passenger (P), School Bus (S), and Air Brake endorsements.
- Certifications: Ability to obtain a Michigan Department of Education Bus Driver Certification Card and a DOT Medical Card (Federal Medical Examiner's Certificate).
- Background Clearances: Must pass a comprehensive criminal background check, fingerprinting, and drug/alcohol screening.

- Core Skills: Clean driving record, high school diploma or equivalent, and a strong sense of patience and direction.

**How to Apply:**

Please submit a completed application or letter of interest to Jim Weller at [jweller@oacsd.com](mailto:jweller@oacsd.com).

For direct questions or information regarding the training process, contact Transportation Director Jim Weller at 989-733-4952 or via email at [jweller@oacsd.com](mailto:jweller@oacsd.com)

Onaway Federation of Support Staff President:

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Date: \_\_\_\_\_

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POSTINGS: AS SOON AS OPENINGS ARE KNOWN POSTING LOCATION: ONAWAY- FACULTY LOUNGE, ELEMENTARY OFFICE, AND SUPERINTENDENT'S OFFICE

ONAWAY SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER The Onaway School shall not discriminate in its policies and practices because of an individual's race, color, religion, sex, age, national origin, height, weight, marital status, political belief, disability or handicap which does not impair an individual's ability to perform adequately in that individuals' particular position or activity.

Any person suspecting a discriminatory practice should contact the Superintendent at Onaway Area Community Schools, 4549 M-33 Highway, Onaway, MI 49765 (989) 733-4950.