



# FENNVILLE PUBLIC SCHOOLS

Educational Excellence, Community Atmosphere, Global Perspective

5 Memorial Drive, Fennville, MI 49408

269.561.7331

**POSITION:** School Bus Driver

**POSTING PERIOD:** Thursday, December 1, 2011 until filled

**QUALIFICATIONS:** Commercial Drivers License B,S,& Air Brake  
Michigan School Bus Driver Certificates (CCC,CEC)  
Certificate of Medical Fitness  
Excellent Driving Record, Clear Drug & Alcohol Test, Clear Criminal Record  
Demonstrated excellent communications & interpersonal public relations skills

**TERMS OF EMPLOYMENT:** 1 – Regular Route Opening  
Consisting of One Morning and One Afternoon Bus Run on a daily basis.

**REPORTS TO:** Director of Transportation

**Interested individuals must submit an application & resume to:**

John Schlack, Director of Transportation  
3 Memorial Drive  
Fennville, Michigan 49408

### Job Description/Responsibilities - School Bus Driver

Persons employed by the Fennville Public School District as School Bus Drivers are employed for the purpose of transporting passengers to and from school, school related events, and community related events as required by the Superintendent of Schools or his designee.

The duties of the School Bus Driver shall include but are not limited to the following:

- It is each driver's responsibility to insure that their required driving credentials are kept current and in compliance with Michigan and Federal Law. Failure to do so could be grounds for termination of employment.
- Report for work a minimum of ten to fifteen minutes in advance of their scheduled duties. During this time the driver shall complete a pre-trip inspection of the vehicle he/she will be using, clean the bus interior as needed, check the boards in the conference room for postings, and check their department mailbox for messages.
- Drivers assigned to regular runs shall insure that current detailed written instructions in roster form are contained in the file for each run they are assigned. These instructions are to be made by the driver and are to reflect exactly what the driver is doing so that a substitute can easily fill in as needed. ("Regular Runs" include but are not limited to "A.M.", "P.M.", Midday, Technical Center, and others as may be assigned.)
- Drivers shall maintain a regular schedule while on their runs to ensure that they do not arrive early or late at any given location, and shall not wait for tardy passengers as this can affect the entire route schedule.
- Drivers shall check the interior of the vehicle upon the completion of every run or trip for passengers, items left by passengers, and any destruction or damage to the vehicle or its equipment.
- As a part of each bus run, drivers are to keep the interior of the vehicle they are using clean. The interior consists of the ceiling, walls, floors, doors, windows, seats, dash, panel, and all equipment. In addition, exterior mirrors, lights, signs, windows, and reflectors must be kept clean to ensure safe operation.
- Drivers shall conduct themselves as professionals at all times and strive to project a positive image of themselves, the Transportation Department, and the Fennville Public School System. This includes a positive, cooperative and helpful attitude on a regular basis with fellow staff members and students.
- Drivers will be consistent and fair in the discipline of students, following the Student Discipline Procedures.

The Board of Education of Fennville Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities including employment opportunities.

Posted: December 1, 2011