



## Holton Public Schools Notice of Intent to Employ

### Posting Date

September 13, 2022

### Position

Regular Bus Driver - Employed through EduStaff [www.edustaff.org](http://www.edustaff.org)

### Qualifications

Applicants must possess a high school diploma or G.E.D. Possess or must obtain all certification and licensure to be a school bus driver. Must demonstrate proficiency in handling and maneuvering a school bus. All training is provided and paid.

### Reports To

Transportation Supervisor

### Essential Functions

- Safely transport and supervise students.
- Maintain a current DOT physical and all licensing credentials required by the FMCSA and State of Michigan.
- Interact with co-workers, administration, students, parents and the community in positive, supportive and cooperative ways.
- Develop and maintain a positive relationship with students, staff, and parents.
- Work as part of the school team and assist with creating a safe and orderly environment that is conducive to educational practices.
- Make telephone calls to parents or meet with them if needed. Assist students with transitions.
- Document student/family contacts, maintain data, and provide on an on-going basis.
- Attend assigned training and meetings.
- Ability to read and understand transportation laws, regulations, and Board Policies.
- Keep updated on new laws, regulations, and policies.
- Implement a behavior management program.
- Be able to communicate clearly and concisely both in oral and written form.
- Work directly with the Transportation Supervisor to support the transportation department.
- Maintain a high level of safety at all times.
- Be able to work in temperatures above 100 degrees and below 32 degrees.

- Be able to walk on slippery surfaces.
- Lift on occasion over 50lbs.
- Must have regular and punctual attendance.
- Willingness to be flexible to support the operations of the transportation department.
- Maintain a clean and orderly bus including fueling as needed.
- Other duties as assigned.

### **Starting Date**

As soon as possible

### **Salary**

Starting wage \$16 per hour. Experienced drivers may be advanced on the salary scale.

### **Application Deadline**

Friday, September 30, 2022 at 3:30 PM

### **Application Instructions**

Please provide a letter of interest and any driver's license credentials to:

Stacy Wright, Transportation Director  
Holton Public Schools  
6500 4<sup>th</sup> Street  
Holton, MI 49425  
[swright@holton.k12.mi.us](mailto:swright@holton.k12.mi.us)

**Approved by Dr. Adam Bayne, Superintendent on September 16, 2022.**