Vacancy Notice
Applicants must apply online at www.franklinschools.org

DATE: January 10, 2020

POSITION: Reserve Driver

LOCATION: Transportation Department

NUMBER OF DAYS PER YEAR: 180 days per year

NUMBER OF HOURS PER DAY: 4.5 hours per day

DUTIES: See attached

REQUIREMENTS: See attached

BENEFITS: Per the Classified Staff Handbook

SALARY: $89.35 per day

POSITION BEGINS: Immediately

APPLICATION DEADLINE: Open until filled

CONTACT: Mr. Doug Dickinson, Director of Transportation – dickinsond@franklinschools.org

Dr. David Clendening
SUPERINTENDENT

‘All applicants considered for hire after July 1, 2009 must obtain a criminal history background check subject to I.C. 20-26-5-10. This background check must be completed through the Indiana State Police prior to receiving an offer of employment with the cost being borne by the applicant. If selected for an interview, additional information will be provided at the time of interview.’

Franklin Community Schools is an equal opportunity employer and does not discriminate on the basis of age, race, color, religion, gender, handicapping conditions, or national origin, including limited English proficiency. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.
Job Title: Reserve Bus Driver  
Department: Transportation  
Assignment: Drive students safely to and from school and extracurricular events  

Supervised by: Transportation Director  
Employee:  
Purpose: Provide school bus transportation for students of Franklin Community Schools when normal route driver is absent ensuring safety of all passengers. Monitors equipment and performs limited maintenance.  

Duties and Responsibilities:  
1. Drives a corporation owned school bus safely and efficiently while transporting students, staff, and faculty.  
2. Performs daily vehicle pre-trip inspections and basic maintenance including fueling and checking fluids, and bus washing and clean up.  
3. Maintains accurate records of work performed.  
4. Makes timely reports of accidents, incidents, student discipline and unusual occurrences.  
5. Responsible to keep school bus clean inside and outside at all times.  
6. Performs other job related duties as assigned by the Transportation Director.  
7. Maintains accurate daily time sheets.  

Minimum Job Requirements:  
• High School Diploma or GED  

Knowledge, Skills, and Abilities Required:  
• Ability to communicate effectively, both orally and in writing.  
• Ability to understand and follow safety procedures.  
• Knowledge of basic vehicle inspection.  
• Ability to safely and efficiently operate a school bus loaded with students.  
• Ability to learn and drive a number of various bus routes with a fair amount of accuracy.  
• Ability to maintain student discipline on various bus routes.  
• Ability and demeanor to drive different routes on a daily basis.  
• Good recordkeeping skills  

Conditions of Employment:  
• Must pass a pre-employment criminal background check.  
• Have the ability to possess a valid Indiana Commercial Driver’s License with Passenger Transport, Air Brake, and “S” School Bus endorsements are requirements for this job.  
• As a Commercial Driver’s License employee will be required to comply with all provisions of DOT Regulation 49CFR Parts 40 and 382, including random drug and alcohol testing.  
• Successful candidate must submit to pre-employment physical examination, physical fitness test, drug test.  

Working Conditions and Physical Effort:  
• Work involves moderate exposure to unusual elements, such as extreme temperatures, fumes, unpleasant odors and/or loud noises.  
• Light physical effort.  
• Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.