

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

Kalamazoo Public Schools Is Seeking

Bus Drivers

Kalamazoo Public Schools District

Hours: 6:00 a.m. to End of Route

July 7, 2022

Scope of Responsibilities

Transports students to and from school using established routes and designated bus stops. Instructs riders on how to be responsible passengers. Drive defensively with safety of the students as the priority.

Performance Responsibilities

1. Conduct pre and post trip inspection of the school bus prior to and after every trip
2. Use established routes and designated stops
3. Operate the bus on an approved time schedule
4. Report bus accidents and pupil injuries to authorities
5. Conduct emergency evacuation drills in keeping with school policies
6. Instruct riders on how to be responsible passengers
7. Drive defensively under varying traffic conditions and inclement weather
8. Drive with the safety of students as the first priority
9. Report personal absence in time for the supervisor to secure a sub driver per the contract
10. Perform bus cleaning duties inside and outside the bus
11. Reports bus defects to the mechanics
12. Establish favorable working relationships with other drivers, students, parents, and school staff
13. Exhibit a positive image as a representative of the school district
14. All other work duties as assigned

Minimum Qualifications

1. Ability to secure CDL license appropriate for pupil transportation
2. Able to meet Department of Transportation physical examination requirements, including alcohol and drug testing
3. Meet school bus driver certification requirements
4. Ability to operate all vehicle types used in transporting students
5. Knowledge of streets in school district
6. Knowledge of state laws and local ordinances
7. Ability to handle the exuberant behavior characteristic of youthful riders
8. Ability to administer procedures in keeping with district policies
9. Ability to exercise good judgement concerning emergencies, disabled vehicles, and irregular special requests by parents of riders
10. Ability to sit and drive for an extended period
11. Excellent attendance record

Desirable qualifications

1. Previous successful experience as a school bus driver
2. Previous successful experience working with students

Steps for Applying

Step 1: **COMPLETE AN APPLICATION**

Applications are available at:

Kalamazoo Public Schools
Administration Building
Department of Human Resources
1220 Howard Street
Kalamazoo, MI 49008

Or

Transportation Department
Kalamazoo Public Schools
1800 Ravine Road
Kalamazoo, MI 49004

Or on the Kalamazoo Public Schools website [here](#)

Step 2:

After being interviewed and accepted into the KPS Training Program, KPS will schedule the pre-employment physical and fingerprinting. Kalamazoo Public Schools will assist training and receiving a Chauffeur License and Commercial Driver's License Permit (CDL) with a "CB" Designation and the required "P" and "S" endorsements. All applicants must pass a D.O.E. physical and pre-employment drug test to be eligible for hire. (KPS school bus drivers are randomly tested throughout the school year for drug and alcohol use.)

Step 3:

Begin training at the Kalamazoo Public Schools Transportation Department at 1800 Ravine Road Kalamazoo, Mi 49004. Employees will be paid during the classroom and road work training.

Kalamazoo Public Schools

Human Resources Department
1220 Howard Street
Kalamazoo, Michigan 49008

The position will remain posted until filled.
Visit our website <http://www.kpsjobs.com>

Kalamazoo Public Schools is an Equal Opportunity Employer.