

KALAMAZOO PUBLIC SCHOOLS IS SEEKING APPLICATIONS FOR BUS DRIVERS.

STEP 1 COMPLETE AN APPLICATION

Applications are available at:
 Kalamazoo Public Schools
 Administration Building
 Department of Human Resources
 1220 Howard Street
 Kalamazoo, MI 49008



Hours: 8:00 a.m. to 5:00 p.m.
 Summer Hours: 7:30 a.m. to 4:00 p.m.

All bus driver applicants will be *subject to reference checks, which include criminal history check, previous employment as well as driving history.* You must clear these checks to be eligible for employment with the Kalamazoo Public Schools. If you do not meet the requirements, you will receive a letter of ineligibility for employment.

STEP 2 AFTER BEING INTERVIEWED, AND ACCEPTED INTO TRAINING THEN IT IS YOUR RESPONSIBILITY TO OBTAIN A CHAUFFEUR LICENSE AND COMMERCIAL DRIVER LICENSE PERMIT (CDL) WITH A GROUP “CB” DESIGNATION AND THE REQUIRED “P” AND “S” ENDORSEMENTS.

(If you have a CDL license, go to STEP 3.)

Obtain a CDL booklet from the Secretary of State’s office to study. After you have successfully passed the CDL test, (the cost is approximately \$70.00) you will be given a “PERMIT” from the Secretary of State’s office to enter our bus driver-training program. Please note that you must have both a chauffeur license and CDL permit to be eligible to be scheduled for a pre-employment physical.

STEP 3 BRING YOUR “CHAUFFEUR LICENSE AND CDL PERMIT” TO THE HUMAN RESOURCES DEPARTMENT.

After we receive your chauffeur license and CDL permit, we will schedule a pre-employment physical at Bronson Pro Health. *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 4 BEGIN TRAINING AT THE KPS TRANSPORTATION DEPARTMENT LOCATED ON 824 JACKSON STREET, KALAMAZOO, MI

Training consists of both classroom and road work and is approximately 60 hours of paid training.