



MONTCALM AREA INTERMEDIATE SCHOOL DISTRICT

621 New Street ♦ PO Box 367 ♦ Stanton, Michigan 48888

Telephone: 616-225-4700 ♦ TDD: 800.649.3777 ♦ Fax: 989.831.8727 ♦ www.maisd.com

Our Vision: MAISD will be an educational partner in building strong communities.

Our Mission: In partnership with its communities, MAISD provides innovative & effective learning opportunities for students, schools and families.

POSITION OPENING

<u>Posting Date:</u>	August 20, 2025
<u>Position:</u>	Special Education Bus Driver/ Bus Aide with CDL
<u>Effective Date:</u>	Immediately
<u>Circumstances:</u>	Vacancy
<u>Qualifications:</u>	<ol style="list-style-type: none">1. High School Diploma or GED2. Hold a Valid CDL and DOT physical3. Certified as a School Bus Driver or willingness to become certified within 90 days.4. Must have air brake endorsement
<u>Salary:</u>	Wage per support staff contract depending upon training and experience. Benefits after a probationary period
<u>Terms of Employment:</u>	Hourly, approximately 30 hours per week Route located in Howard City

ESSENTIAL JOB DUTIES:

1. To meet requirements and follow the rules and regulations as established by the MDE and MAISD
2. To obey all laws governing the operation of a vehicle and/or a school bus.
3. To be responsible for maintaining a safe environment on the bus.
4. Responsible for the bus, its equipment, its passengers, and the attendant assigned to his/her bus.
5. Must complete daily pre-trip inspection of the vehicle and must immediately report needed repairs.
6. Responsible to attend CPR, CPI and any other training sessions as directed by the Transportation Director.
7. To appropriately secure wheelchairs with safety equipment.
8. Maintain confidentiality regarding students, staff and families at all times.
9. To maintain a positive attitude in working with students, parents, community members and other staff members.
10. To follow MAISD policies and procedures.
11. Be physically able to bend, squat and lift 50lbs.
12. Will be required to sub drive in the event there is not enough drivers to cover bus routes, if holding a CDL.

REQUIRED QUALIFICATIONS:

1. High School diploma or GED equivalency.
2. Must have an appropriate commercial driver's license and bus driver's certification, or be willing to become certified.
3. Excellent driving record.



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4. Must have prior work experience with children.
5. Good interpersonal relationship skills. Must be able to work well with students, parents, and co workers.
6. Excellent oral and written communication skills required.
7. Must be willing to receive additional training to improve job skills.
8. Be dependable.
9. Be physically and mentally able to work with individuals with disabilities.
10. Good interpersonal relationship skills. Must be able to work well with students, parents, and co-workers.

Applications:

If you are qualified and interested in this position, please complete an online application through Applitrack located from the Employment Section on our website www.maisd.com Submit the application, detailed resume, work experience, references, and pertinent credentials through the online process.

Deadline For Applications:

Open Until Filled

Additional Information:

Michelle Nemeth
Transportation Supervisor
Montcalm Area Intermediate School District
mnemeth@MAISD.com or 616-225-4818

Evaluation: Performance of this job will be evaluated in accordance with the Support staff contract.

Statement of Assurance: It is the policy of Montcalm Area Intermediate School District that no person shall be subjected to discrimination in any educational program, service, or activity that provides, nor in any employment for which it is responsible. As such, MAISD and its Board of Education does not discriminate on the basis of race, color, national origin, gender (including orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected classes. Inquiries related to discrimination should be directed to the MAISD Superintendent. ***Montcalm County Intermediate School District is an Equal Opportunity Employer. Auxiliary aides and services are available upon request to individuals with disabilities. EEO***

Posted on 08/21/25 by Jess Dora

Authorization by Katie Flynn
Kathleen Flynn, MAISD Superintendent