

P L E A S E P O S T

BUS DRIVER

Date Posted: May 15, 2026
Closing Date: Until Filled
Anticipated Start Date: As soon as possible
Department: Transportation

Summary: Drive a bus to transport special needs students over specified routes according to time schedule. Comply with traffic regulations.

Essential Duties and Responsibilities: Other duties may be assigned.

1. Drive school bus to transport students safely and professionally. Follow established schedules/routes.
2. Conduct daily check and preparation of vehicle.
 - a. Pre- and post-trip inspections of vehicle
 - b. Checks and replenishes fluids
 - c. Reports needed mechanical repairs
 - d. Cleans and disinfects interior of vehicle - including sweeping, washing, mopping
 - e. Cleans exterior of vehicle
3. Assist with special needs of students, including:
 - a. Assist students in wheelchairs on and off the vehicle and secures the wheelchairs on the bus
 - b. Monitor conduct of students
 - c. Manage student behavior problems
 - d. Position students
 - e. Lift students
 - f. Restrain students consistent with training
 - g. Assist students with other needs as identified
4. Administer first aid.
5. Report bus and/or student accidents/injuries to transportation supervisor or his/her designee.
6. Maintains written records and submits reports in a timely manner.
7. Train bus attendants.
8. Load and unload equipment, materials, etc.
9. Conduct emergency evacuation drills as directed.
10. Comply with all traffic laws and ordinances. Comply with Commercial Driver laws and regulations. Comply with district school bus passenger rules and regulations.
11. Communicate in an appropriate fashion with students, parents and employees.
12. Regular and predictable attendance is required for this position.
13. Various other related duties as assigned.

Supervisory Responsibilities: Supervises students while transporting them. Direct the work of Bus Attendant.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: High school diploma or equivalent education and experience. Must have no more than 6 points on driving record. Must be able to successfully complete and utilize a course in first aid techniques.

Certificates, Licenses, Registration: Must be 18 years of age. Must have and maintain a Michigan driver's license and a good driving record. Must be able to obtain and maintain a Commercial Driver's License and B designation with Group C designation and P and S endorsements. Must pass the CDL air brake test.

Language Skills: Ability to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

Mathematical Skills: Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to exercise good judgment concerning emergencies, disabled vehicles, abnormal driving, and student needs.

Other Skills and Abilities: Ability to work in a friendly and respectful manner with all co-workers, students and parents. Familiar with the geographic service area of district. Ability to read and understand maps. Ability to pass State skill test, State written test, Department of Transportation physical including drug test, and MDE Basic Training Program. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to meet deadlines with exacting time constraints. Must be constantly aware of the safety and well-being of others and able to perform services while ensuring safety and care needs are addressed.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is continuously required to sit and regularly required to walk and stand. The employee is continuously bending or twisting at the neck more than the average person and will frequently bend at the trunk more than the average person. The employee frequently operates motor vehicles, frequently repeats the same hand, arm or finger motions, and frequently uses hand strength to grasp controls. The employee must occasionally lift and/or move up to 60 pounds and push or pull up to 100 pounds such as students in wheelchairs. Specific vision abilities required by this job include close vision, distance vision, depth perception and peripheral vision. The employee must be able to hear students at all times.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee routinely works outdoors in all types of weather and occasionally will walk on slippery surfaces. The noise level in the work environment is frequently loud such that the employee will have to raise their voice to be heard. May occasionally be exposed to bus exhaust fumes.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Pre-employment Screening: Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodation) and a drug test.

Employment Date, Salary, and Fringe Benefits: Anticipated employment date is as soon as possible. Placement on Bus Driver's salary schedule dependent upon qualifications and experience. New employee starting hourly pay range is \$22.49-\$23.97. Newly hired drivers will be eligible for employer-paid health insurances ONLY for the employee. The employee will be eligible to pay the additional cost to add eligible family members through a deduction from the employee's pay; paid long-term disability and life insurance; paid sick and personal business days.

To Apply: Interested parties should go to our website, <https://jcisd.workbrightats.com> to complete an online application.

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The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.

The Jackson County Intermediate School District is an educational service agency that works in partnership with local public and charter schools, and the local community. We are committed to the success of all students by providing educational leadership, services, programs, and resources.

Our work and organizational goals are driven by Four Guiding Principles:

Instruction ~ Quality, Creativity and Relevance

Leadership ~ Envisioning, Engaging and Executing

Service ~ Listening, Caring and then Serving

Community ~ Collaboration and Partnerships

We encourage applicants who may not have a specific listed qualification, but who believe they have the needed knowledge, skills and abilities to perform the essential functions of a position, to apply and to highlight how their education, experience and/or other abilities make them qualified to perform the essential functions of the posted position.