



Notice of Vacancy

South Lyon Community Schools
345 South Warren
South Lyon, MI 48178

POSITION: (NU23) Chauffeur

LOCATION: Griswold Operations Center (GOC)

BEGINNING DATE: As Soon As Possible

DEADLINE FOR APPLICATION: Until Filled

APPLICATION: Internal Candidates:
Kelli Spalding, Transportation Director
spaldingk@slcs.us

External Candidates:
Applications accepted via Frontline Oakland County Consortium
<https://www.applitrack.com/oaklandschools/onlineapp/>

DATE OF POSTING: November 14, 2022

SOUTH LYON COMMUNITY SCHOOLS

JOB DESCRIPTION

DRIVER

QUALIFICATIONS:

1. Must possess a high school diploma.
2. Must be able to receive and carry out verbal and written instructions.
3. Must possess a good attendance and punctuality record.
4. Must present a good public appearance in manner and dress.
5. Must possess good moral character and the ability to conduct oneself in such a manner as to exercise a positive influence over pupils.
6. Must demonstrate an interest in children and education.

REQUIREMENTS:

1. Have a valid Michigan drivers license, an excellent driving record, and be eligible to be issued the following: a. State of Michigan school bus driving permit b. State of Michigan chauffeurs license
2. Pass Michigan bus driving tests for chauffeur's license.
3. Sign a South Lyon Community Schools Consent Form for Release of Conviction Criminal History Information as a condition of employment.
4. Participate in on-the-job training as required by South Lyon Community Schools and the Transportation Department.

REPORTS TO:

Supervisor of Transportation

RESPONSIBILITIES:

1. Must know and observe all state, county and local laws and regulations relating to the service of transportation.
2. Be familiar with and follow the policies and procedures of the South Lyon Community Schools and the Transportation Department.
3. Report students causing a discipline problem to the proper authority.
4. Receive/discharge students only at authorized stops.
5. Using various strategies, maintain discipline and control of students on the van according to the prescribed rules and in a consistent manner.
6. Be punctual; Follow assigned schedule and route without deviation.
7. Inspect van before each operation for mechanical defects.
8. Notify the proper authority in case of mechanical failure or lateness.
9. Exercise responsible leadership.
10. Report all accidents and complete all required reports in a timely manner.
11. Treat students, parents, co-workers and supervisor with respect.
12. Respond to parent concerns as requested.
13. Attend meetings with parent, student, school administrator and supervisor as requested.
14. Clean the van following each run or trip.
15. Perform such other functions as required by the supervisor for the effective and efficient operation of the Transportation Department.