



Notice of Vacancy

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

POSITION: Substitute Bus Driver

LOCATION: Griswold Operations Center (GOC)

BEGINNING DATE: 2020/21 School Year

SALARY: \$15.00 Per Hour

DEADLINE FOR APPLICATION: Until Filled

APPLICATION: Send letter of interest and resume to:

Cindy Helton, Transportation Manager
heltonc@slcs.us

South Lyon Community Schools
Griswold Operations Center
22727 Griswold Road
South Lyon, MI 48178
Fax: 248-573-8906
(No phone calls please)

DATE OF POSTING: July 24, 2020

**SOUTH LYON COMMUNITY SCHOOLS
JOB DESCRIPTION**

BUS 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 school bus driving tests for bus and passenger endorsements on chauffeurs license.
 3. Pass a Michigan school bus drivers physical.
 4. Attend school bus driver certification training.
 5. Sign a South Lyon Community Schools Consent Form for Release of Conviction Criminal History Information as a condition of employment.
 6. Participate in on-the-job training as required by South Lyon 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 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 bus according to the prescribed rules and in a consistent manner.

6. Be punctual; Follow assigned schedule and route without deviation.
7. Pre-trip bus before each operation for mechanical defects.
8. Notify the proper authority in case of mechanical failure or lateness.
9. Exercise responsible leadership when driving a South Lyon School bus.
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 and sweep bus 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.