



Community School District
HUMAN RESOURCES DEPARTMENT

NOTICE OF VACANCY

JOB ID: 4600230823

POSITION: Substitute Bus Driver

LOCATION: Transportation Department

SCHEDULE: Varies

SALARY: \$15.00 per hour

JOB DESCRIPTION

To provide safe and efficient transportation consistent with the District's mission statement.

QUALIFICATIONS

- High school diploma or equivalent (GED)
- One year successful work experience in transporting students preferred
- Ability to establish and maintain effective working relationships with students, staff, peers and community
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Have sufficient strength, agility and dexterity to perform all required tasks
- Hold a valid State of Michigan CDL license, Type CB, with P, S and Air Brake endorsements.
The district will train qualified applicants so they may obtain their CDL and meet this requirement.
- Ability to plan and carry out preventative maintenance measures

RESPONSIBILITIES & DUTIES

- Drive a school bus in a safe and professional manner
- Perform and properly complete daily pre-trip inspections
- Comply with all traffic ordinances
- Show proficiency in handling and maneuvering a school bus
- Participate in required training
- Enforce discipline policies for students

APPLICATION: For full consideration of your candidacy, please complete the entire online application on the **Oakland Human Resources Consortium website at https://ats4.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=JA000529** by the deadline listed. In addition, upload your letter of interest, resume, transcripts, and any supporting documentation. Due to the potential volume of paper applications we will only consider applications completed online.

INTERNAL CANDIDATES: Submit a letter of interest and current resume to Cindy Valentine, Director of Transportation, via email (cynthia.valentine@novik12.org) so we can appropriately identify you as an internal candidate. You do not need to complete an online application.

Equal Opportunity Employer

NONDISCRIMINATION In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Novi Community School District that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Novi Community School District has appointed a Title VII, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions or complaints should be directed to Gary Kinzer, Novi Community School District 25345 Taft Rd., Novi, Michigan 48374.

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Students who are passionate, empowered, and prepared for their world and their future.

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