

# Houghton Lake Community Schools

## School Bus Driver



<b>TITLE:</b>	School Bus Driver
<b>REPORTS TO:</b>	Director of Transportation
<b>JOB FUNCTION:</b>	To provide safe and efficient transportation.
<b>TERMS OF EMPLOYMENT:</b>	Per Master Agreement with the Board of Education and the Teamsters contract.

**DISTRICT DESCRIPTION:** Houghton Lake Community Schools has approximately 1,140 students and is located in the center of the Lower Peninsula in northern Michigan. Our families enjoy the benefits of living in an area thriving on tourism as most of our district is surrounding beautiful Houghton Lake. We have about 100 school of choice students from outside of the district and county.

The District has three preschool classrooms with additional preschools available within the community. There is one PreK-6th grade elementary school, one 7<sup>th</sup>-12th grade Jr/Sr high school, and extensive alternative education opportunities. Career and technical education opportunities are available as well as several Advanced Placement and Dual Enrollment college courses.

### DUTIES AND RESPONSIBILITIES:

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- Conduct pre-trip inspection of school bus prior to every trip and route as prescribed.
- Only use established routes and designated bus stops.
- Operate bus/district vehicle on approved time schedule.
- Obey all traffic laws, regulations and procedures.
- Observe all mandatory safety and radio check regulations.
- Maintain discipline when students are on bus.
- Report bus accidents and pupil injuries to authorities and complete required reports.
- Conduct emergency evacuation drills in keeping with school policies and laws.
- Instruct riders regarding being responsible passengers.

### PROFESSIONAL QUALIFICATIONS:

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Required:

- High School Diploma or equivalent.
- Must pass DOT physical.
- Must possess a valid Michigan driver's license.
- Must have or be able to obtain a B, P, and S endorsement and a CDL.
- Must have or must attend School Bus Driver Certification Classes.
- Must have a clean driving record.

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