

**JOB TITLE:** Part Time Driver

**LOCATION:** Madison District Public Schools

**START DATE:** April 21, 2025

**WORK SCHEDULE:** 4-5 hours per day (as needed)

**SALARY:** \$17.00 - \$19.00 per hour (based on experience)

### **DESCRIPTION**

Madison District Public Schools is seeking a dependable and detail-oriented individual to serve as a part-time driver. The driver will be responsible for the safe and timely transportation of food, equipment, supplies, and district mail between buildings and sites. This position plays an essential role in supporting daily operations across the district.

### **QUALIFICATIONS**

- High school diploma or equivalent
- Valid Michigan driver's license with a good driving record
- Ability to lift and carry heavy objects
- Excellent time management and organizational skills
- Reliable, self-motivated, and able to work independently

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Transport food, equipment, supplies, instructional materials, and mail between school buildings and administration office
- Load and unload delivery items safely and efficiently
- Maintain cleanliness and organization of the assigned district vehicle
- Conduct daily vehicle inspections and report maintenance needs promptly
- Follow assigned delivery schedules and routes
- Assist with basic inventory tracking and delivery logs
- Comply with all traffic laws and district safety procedures
- Perform other duties as assigned by the supervisor

### **BENEFITS**

- Competitive salary
- Professional development opportunities
- Supportive and collaborative work environment

### **METHOD OF APPLICATION**

- Complete application process with Oakland Human Resources Consortium (OHRC)
- Upload letter of interest, current resume, and letters of recommendation