

Atlanta Community Schools

10500 County Road 489

Atlanta, MI 49709

Dated: 4/21/2023

NOTICE OF VACANCY

Atlanta Community Schools is seeking part-time bus drivers for the 2023-2024 school year.

Qualifications/Skills:

- CDLB/PS endorsement
- Must possess, or be able to obtain, all valid applicable state license and other required certifications to operate company vehicles (We will provide the training)
- Must meet physical and medical requirements and pass substance abuse screening; as a safety-sensitive employee, will be subject to random substance abuse screening under Company policy

Duties and Responsibilities:

- Provides safe and reliable transportation service by operating a school bus or other location specific vehicle with a fixed or changing route
- Reports to duty on time and maintains route on time but in a safe manner
- Physically assists passengers in evacuation of the vehicle in case of emergency
- Immediately reports any accident or incident per Company policy
- Follows Company Policy around student and/or passenger management
- Informs all appropriate personnel of problems/procedures
- Presents a neat and professional personal appearance at all times
- Completes all required paperwork (including route change sheets, time cards, vehicle repair requests) and submits to the appropriate authority in a timely manner

Pay Scale:

- \$17.50 Hourly

Please send resume and letter of interest to:

HR Administrative Assistant

Jodi Reeves, jreeves@atlantaschools.us

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Notice of Nondiscrimination

Atlanta Community Schools does not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Anthony Suszek, Atlanta Community Schools, 10500 CO RD 489, Atlanta, MI 49709

