



IOSCO REGIONAL EDUCATIONAL SERVICE AGENCY

27 N. Rempert Rd.

Tawas City, MI 48763

Phone 989.362.3006/ Fax 989.362.9076

www.ioscoresa.net

Internal/External Posting
Vacancy Notice

Position: **Substitute Bus Driver**

Qualifications:

Drivers are required to be 21 years old; valid driver's license with proper endorsements B type with P, S, and airbrakes; Chauffer's License; Pass the Medical Examination for Commercial Driver Fitness Determination; Attend Beginning school bus driving class (18-24 hours); Driver must be able to evacuate a bus through all exits. Paid training available for road time with a trainer. Must successfully CHRI background check and fingerprinting and pay for the processing.

Responsibilities and Duties:

Perform a complete pre trip inspection of the school bus, looking for defective equipment, documenting such defective equipment, as well as working condition of all equipment, lights, switches and parts on the bus; Fuel and maintain other fluid levels in bus; Ability to secure wheelchair students and students in car seats properly. Work with administration, staff, and parents to maintain a good learning environment as well as maintain a safe environment for all students. Drivers are to fill out all paperwork pertaining to their job such as, time sheets, pre-trip logs, student attendance sheets, discipline forms, incident reports, accidents reports, and any other documents which are required. Drivers will have continued sitting reaching, and repetitive hand and arm motions; pushing, pulling, lifting. Work outside and inside.

Application Procedure:

Contact Jo Allen, Director of Transportation
27 N. Rempert Road
Tawas City, MI 48763
989.362.3006 ext. 1163
or
jallen@ioscoresa.net