

COVERT PUBLIC SCHOOLS  
35323 M-140 HIGHWAY  
COVERT, MICHIGAN 49043

Vision – Covert Public Schools empowers diverse students to achieve, innovate and lead in our global community.

Mission – Help students construct knowledge; using research based strategies in a safe supported environment that nurtures innovators and problem solvers to develop practical skills, scientific knowledge and entrepreneurship to challenges.

**INTERNAL & EXTERNAL  
SEIU JOB POSTING**

**POSITION: School Bus Driver**

Job Summary - Position is responsible for operating a school bus and transporting school-aged children and other authorized personnel safely and efficiently over specified routes to and from schools and various activities. Position conducts pre-trip inspections; observes safety regulations and policies; enforces student discipline on the bus; and performs related work.

**Essential Duties**

1. Checks with the transportation supervisor for any changes in normal duties or new student passengers.
2. Ensures that the bus can be operated safely before driving and conducts pre-trip safety inspections as required by federal and state laws.
3. Operates the vehicle safely over an assigned route, picking up and delivering only authorized students at assigned bus stops, and watches to ensure that no one hurrying for the bus is left behind.
4. Keeps assigned time schedules, which may require driving during pre-day light and dusk periods, and makes every effort to be on time while ensuring safety.
5. Obeys all traffic laws and transportation practices as outlined in the CDL manual, Bus Driver Handbook, School Board Policy and local ordinances.

6. Observes all mandatory safety regulations for school buses and keeps all emergency exits clear of obstructions.
7. Secures wheelchairs, car seats, and other restraining devices on the bus as needed as applicable.
8. Maintains student discipline on the bus and enforces rules governing student conduct.
9. Reports undisciplined students to the proper authority and compiles written reports as requested in accordance with the bus driver handbook and the Student's Rights and Responsibilities Handbook.
10. Conducts semi-annual bus evacuation drills as required by the Department of Education and implements evacuations as required in an emergency to include safely exiting from the rear of the school bus.
11. Reports all accidents immediately, requesting police or ambulance service as needed; assists injured persons until services arrive; and completes required accident reports.
12. Notifies the proper authority in cases of mechanical failure, safety deficiencies, when off schedule, or other incidents.
13. Regulates heating, cooling, and ventilating equipment provided on the bus for the comfort of passengers.
14. Drives students and CPS employees on field trips, extracurricular activities, and other special events, often in evenings and at night, as assigned.
15. Exercises responsible leadership and appropriate behavior when on out-of-division school trips.
16. Returns the bus to the assigned bus lot, performs a final inspection, and secures the bus according to procedures.
17. Participates in all required training.
18. Submits to drug testing when required.
19. Maintains a commercial driver's license and proper endorsements as required by the State Department of Transportation.
20. Models nondiscriminatory practices in all activities and models a professional caring outlook.

#### Other Duties

1. Keeps the assigned bus clean.
2. Maintains an assigned seating chart.
3. Reports all safety violations to include co-workers/personnel suspected of drinking alcohol or under the influence of drugs (to include over-the-counter drugs) while working.
4. Performs any other related duties as assigned by the Transportation Supervisor or other appropriate administrator.

## Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

## Minimum Qualifications

(Knowledge, Skills and/or Abilities Required) Must possess a high school diploma or GED. Must possess a valid commercial driver's license to operate a school bus or must acquire one prior to the completion of the division's classroom training course. Must possess an excellent driving record in compliance with division standards, excellent driving skills, and must successfully complete the school division's bus driver training course. Must possess knowledge of, or the ability to accurately and quickly learn, local street and country road routes. Must possess the ability to maintain student discipline and ensure that student behavior is not a distraction to safe driving. Must possess the ability to recognize and report any unsafe act or condition. Must remain in compliance with state/division regulations regarding the use of controlled substances and alcohol as applied to school bus drivers. Must be capable of working independently and possess the ability to understand and follow through on oral and written instructions. Must possess the ability to interact with students, parents, and faculty in a positive and professional manner.

All Interested Persons Please Submit Resume to:

Covert Public Schools

Attn: Mr. Darryl K. Williams, [williamsd@covertps.org](mailto:williamsd@covertps.org)

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[www.covertps.org](http://www.covertps.org)

Dr. Bobbi Morehead, Covert Public Schools Superintendent

Posting Period – Until Filled