



507 1st Ave. N
Escanaba, MI 49829
(906) 786-7080 – Phone
(906) 789-9423 – Fax

The Menominee-Delta-Schoolcraft Community Action Agency & Human Resources Authority, Inc. is currently accepting applications for the following position:

Job Title: Bus Driver

Position Type: Part-time, hourly, non-exempt

Hours: 16 hours/42 weeks

Location: Delta County (Escanaba)

Pay Range: \$20.12-\$21.84 depending on certification and experience.

Benefits: Benefits include paid time off; 403(b) retirement plan; and access to our Employee Assistance Program.

Job Summary: Bus drivers provide safe and quality transportation to and from the assigned center. Bus drivers also ensure busses meet or exceed all maintenance requirements in coordination with the Facilities and Transportation Manager.

Qualifications: High school diploma/GED required. A valid CDL P/S license with 4 active points or less is also required. We are willing to train a motivated applicant with a cleared driving record.

How to Apply: A full job description can be found on our website (www.mdscaa.org/job-board).

Applications can be completed using the following link: <https://pdf.ac/2X1yo9>

A paper application can also be picked up at any of our centers and sent to MDSCAA, Attention: Human Resources, 111 N 5th St, Escanaba, MI 49829 **OR** emailed to hr@mdsecp.org.

Posting will remain open until filled.



Job Title: Bus Driver
Program: Early Childhood
Location: As Assigned
Classification: Non-exempt, hourly

Revised: 10/2024
Reports To: F/T Manager
Supervises: None

POSITION OVERVIEW

The Bus Driver will ensure preschool children and staff members are transported to and from the assigned center in a safe and timely manner.

EDUCATION & EXPERIENCE

- High school diploma/GED required.
- Valid CDL P/S license with 4 active points or less preferred.
- Current First Aide/CPR training preferred.

REQUIRED SKILLS/ABILITIES

- Working knowledge of computers, including Microsoft Office and other software programs
- Excellent written and verbal communication skills
- Ability to work effectively with children, parents, and staff and have a genuine interest in providing a safe, positive transportation experience for young children.
- Adhere to strict client confidentiality.
- Must abide by state requirements for MI Child Care Licensing to include health requirements, and comprehensive background checks in the form of fingerprints.

DUTIES/RESPONSIBILITIES

- Become familiar with and adhere to all relevant Head Start Performance Standards, State of Michigan Day Care Licensing regulations, and Federal and State transportation laws.
- Abide by all Department of Transportation and agency alcohol/drug policies to include participation in the random testing pool.
- Report all safety concerns and maintenance needs on the vehicle in a timely manner. Repairs require administrative approval.
- Assess weather and road conditions and notify site supervisor of unsafe conditions.
- Provide appropriate emergency assistance to passengers, as needed, i.e. CPR/First Aid, lift and carry children as necessary, etc.
- Keep up-to-date emergency card files for the children being transported.
- Establish routes within an appropriate time frame and abide by them.
- Maintain effective communication with the site supervisor and the Transportation Manager.
- Report any accident, ticket or warning from law enforcement within 24 hours to the Transportation Manager.
- Participate in training bus monitor(s).
- Maintain an accurate daily log of pick-ups/drop offs and mileage.
- Maintain a personal driving record with no more than 4 active points yearly as determined by the Department of State.

- Attend all training courses and meetings as required by ECP Director.
- Abide by agency's personnel policies and procedures.
- Other duties as assigned.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer
- Prolonged periods of driving a vehicle
- Must be able to exert up to 10 pounds of force occasionally
- Possible exposure to inclement weather conditions and hazardous driving conditions

This job description is not designed to cover or contain a comprehensive listing of job duties or responsibilities. Duties may be changed at any time with or without notice.