

Mandaree Public School

PO Box 488

Mandaree, ND 58757

Business Office 701-759-3120

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www.mandaree.k12.nd.us

Position Announcement

April 3rd, 2017

Position: Bus Driver

Salary: DOE

Opening Date: Current

Closing date: Open until Filled

Brief Description: of Duties and Qualification

1. School bus driver will transport students safely to and from school.
 - A. Will follow all road rules, such as; speed limit, stopping at safe distances, and using precaution at all times. Monitor students' safety while on the bus and verbally reward good bus behavior
2. School bus will maintain their bus in good working order.
 - A. Maintain work order forms, mileage report, daily inspection report according to the Transportation Guidelines. Maintains a clean bus at all times
3. School bus driver provides an effective student discipline plan that promotes positive student behavior, is aligned with school parent compact and school-wide discipline policy, and is clearly communicated to students.
 - A. Demonstrates effective bus management techniques and uses those techniques to resolve serious discipline problems.
 - B. Communicates with parents according to student hand book concerning student bus behavior.
4. School personnel will maintain a positive attitude that will aid in relationship building.
 - A. Greets students/staff in a friendly manner and uses appropriate language; provides physical and emotional support to students when needed; demonstrates professionalism when meeting with parents
5. Other duties throughout the school day
6. On time for all duty assignments

Physical Effort:

1. Must be able to lift 50 pounds and needed for supplies, repairs

2. Must be able to stand for extended periods.

Working conditions

1. Bus and Bus garage
2. Later Hours may be required for school related functions (parent/Teacher conferences, open house, Title 1 meetings, etc.)

Qualifications

1. High school Diploma or GED required
2. Valid North Dakota Driver License
3. Must follow the district's Drug and Alcohol Policy.
4. Must complete and sign a Provisional Hiring Statement

Send or fax all applications to the address above and send all inquiries to Josephine.espino@k12.nd.us

