

EMINENCE COMMUNITY SCHOOL CORPORATION
6760 State Road 42 North
P.O. Box 105
Eminence, IN 46125

April 25, 2023

Position: Corporation Bus Driver or Special Needs Corporation Driver

Qualifications:

1. High School Diploma or GED
2. Must possess a valid Commercial Driver's License (CDL) with necessary endorsements for transportation of students. Must pass the State Skills Test, State Written Test, Department of Transportation Physical, and random drug and alcohol screenings.
3. Special needs bus driver does not need to have a valid Commercial Driver's License (CDL). They will be required to have a yellow card and have a physical fitness certificate on file.

Job Description: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to read and to recognize similarities and differences between words and between a series of numbers. Ability to write and speak clearly and concisely.
2. Must be able to work and communicate well with other drivers, students, school staff, and parents.
3. Must be willing and able to learn the assigned bus route and to operate the two-way radio as needed.
4. Ability to read and understand maps.
5. Ability to apply common sense understanding to carry out detailed written and oral instruction.
6. Follows instructions from the school administrators pertaining to daily procedures and help as needed.
7. Supervise students at bus stops and before departing school and while traveling to and from school.
8. Help with fueling and routine bus maintenance such as checking fluids.
9. Help keep the bus clean inside and outside.
10. Participate in training and inservice programs offered by the school corporation.
11. Perform related and other duties as assigned that are a logical part of the position.
12. Performs such tasks and assumes such other duties and responsibilities as the Superintendent may assign.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee will reach above the head and forward. The employee must be able to drive and to occasionally lift and/or move up to 50 pounds or to push or pull up to 90 pounds. Specific vision abilities required by this job include close vision, depth perception, and peripheral vision. The employee is required to drive a school bus in all types of weather from cold to hot and wet to dry.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and below 32 degrees and occasionally will walk on slippery surfaces. The noise level in the work environment is frequently loud, requiring one to raise their voice in order to be heard. The employee must be able to meet deadlines with severe time constraints and interact with the public and other workers. The employee has direct responsibility for the safety and well-being of others.

Submission Instructions:

Pick up an application at the Superintendent's Office or at www.eminence.k12.in.us.
Return the completed application via the U.S. Postal Service, FAX, or email to:

Eminence Community School Corporation
Attn: Wes Hammond, Superintendent
6760 State Road 42 North
P.O. Box 105
Eminence, IN 46125
FAX: (765) 528-2262
Email. whammond@eminence.k12.in.us

Deadline: Position is open until filled and training will be provided upon hire.

Contact: Wes Hammond, Superintendent
Eminence Community School Corporation
(765) 528-2101
whammond@eminence.k12.in.us