

INDEPENDENT SCHOOL DISTRICT NO. 676

P.O. Box 68
110 Carpenter Avenue East
Badger, Minnesota 56714-0068
Phone (218) 528-3201 Fax (218) 528-3366

Type III School Vehicle (Suburban or Expedition) Special Ed Driver Days of service include preschool days Monday through Thursday 2 hours per preschool day, split shift driving AM & PM route

This is a split morning/afternoon shift position with an unpaid off-duty break in between:

Morning AM route approximately from 7:10am to 8:10am = 1 paid hour

Unpaid off-duty break from approximately 8:10am to 3:00pm (6 hours 50 minutes)

Afternoon PM route approximately 3:00pm to 4:00pm = 1 paid hour

For your convenience, there are three ways interested candidates may apply:

1. Interested candidates should access, print, and complete an application that can be found at our website:

www.badger.k12.mn.us

>click on "About Us"

>click on "Employment Opportunities"

>click on "Badger School Non-certified Application"

2. Interested candidates may also stop in-person at the school office to pick up an application to be completed at:

Badger Community School

110 Carpenter Avenue East

Badger, MN 56714

3. Otherwise, interested candidates may send a cover letter of interest, résumé, copy of credentials, certifications or college transcripts, and contact information for three references or three signed letters of reference (preferably within the last 24 months) emailed to kricke@badger.k12.mn.us or sent by postal mail to:

Badger Community School

P.O. Box 68

Badger, MN 56714

Please contact one of the following if additional information is necessary:

Shena Brandt, Business Manager: sbrandt@badger.k12.mn.us

Ryan Olson, Director of Transportation: rolson@badger.k12.mn.us

Kevin Ricke, Superintendent and Principal K-12: kricke@badger.k12.mn.us

Application Closing Date: **Open until filled**; prompt application encouraged

Qualified candidates will be contacted by telephone for an interview

Posting Date: Thursday, November 14, 2019

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Wages and Benefits:

Dependent on experience, education as well as the terms and conditions of employment per ISD 676 Non-Certified Working Agreement

Job Description: The school vehicle driver is responsible to transport student(s) to and from school safely and efficiently for preschool daily designated route.

Essential Skills, Duties and Responsibilities:

- Project a positive image of service and professionalism as a representative of school district;
- Maintain positive, effective relationships with all contacts of the school;
- Ability to model and reinforce appropriate verbal and interpersonal behavior;
- Conduct pre-trip inspection of school vehicle prior to every trip and complete all forms that are required;
- Drive school vehicle along designated route, picking up and dropping off student(s), according to established schedule;
- Drive defensively under varying traffic conditions and inclement weather and with safety of student(s) as first priority;
- Ensures a safe, healthy and orderly environment for student(s) while transporting;
- Manage student behavior with appropriate discipline techniques;
- Reports (writes-up) any student who does not follow the safety expectations (rules) of the bus;
- Completes work orders as needed and promptly reports all mechanical difficulties;
- Report all bus accidents and pupil injuries to transportation department;
- Perform school vehicle housekeeping duties inside and out by maintaining school vehicle cleanliness;
- Clean vehicle windows, lens covers and reflectors as needed, particularly of dirt, grime, mud, ice and snow;
- Maintain consistent attendance to secure trust and relationships with students;
- Regular and predictable attendance – dependability and punctuality;
- Understands and follows confidentiality requirements and special education requirements;
- Able to drive safely despite noise, distractions, and interruptions while in traffic and within a time frame.
- Completes special projects and other duties as assigned or apparent.

Required Qualifications:

- Must be eligible to work in the United States;
- Must possess a valid driver's license;
- High school diploma, GED or equivalent;
- Proficient oral and written communication skills;
- Must meet State physical examination requirements;
- Able to pass pre-employment drug screen;
- Clean driving record;
- Complete a pre-employment criminal background check;
- Preferred, but not required: Possession of a Commercial Driver License (CDL) with Class 'B' school bus and passenger endorsement to be able to drive any vehicle in our fleet (i.e., mini bus, bus). We will pay to train, if interested willing to obtain this license!