

## 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 Website: badger.k12.mn.us

**Bus Driver – 4.75 hours per school day, split shift driving AM & PM route**

**Days of service include school days Monday through Friday**

**Rate of Pay: \$30.80 per hour**

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

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 [dcarpenter@badger.k12.mn.us](mailto:dcarpenter@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:

Leah Hasson, Business Manager: [lhasson@badger.k12.mn.us](mailto:lhasson@badger.k12.mn.us)  
Tom Dostal, Director of Transportation: [tdostal@badger.k12.mn.us](mailto:tdostal@badger.k12.mn.us)  
Daniel Carpenter, Superintendent and Principal K-12: [dcarpenter@badger.k12.mn.us](mailto:dcarpenter@badger.k12.mn.us)

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

Qualified candidates will be contacted by telephone for an interview

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#### **Days of service include school days Monday through Friday**

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

AM Route: Morning shift on-duty from approximately 5:45am - 8:15am (2 hrs 15 min = 2.25 paid hours)

*Unpaid off-duty break from approximately 8:15am to 2:30pm (6 hours 15 minutes)*

PM Route: Afternoon shift on-duty from approximately 2:30pm – 5pm (2 hrs 30 min = 2.50 paid hours)

Job Description: The bus driver is responsible to transport students to and from school safely and efficiently, which may include daily routes, field trips, extra-curricular trips and school sponsored events.

Regular Route Rate of Pay: \$30.80 per hour. Other income opportunities may be available for field trips, extra curricular trips and school sponsored events. Wages and benefits according to terms and conditions of employment per ISD 676 Non-Certified Working Agreement covering bus drivers. This bus driving position is eligible for Minnesota Public Employee Retirement Association (PERA) public pension fund.

Working Days Per School Year: 172 student instructional days + paid in-service training hours

#### 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 bus prior to every trip and complete all forms that are required;
- Drive bus along designated route, picking up and dropping off students, according to established schedule;
- Drive defensively under varying traffic conditions and inclement weather and with safety of students as first priority;
- Ensures a safe, healthy and orderly environment for students 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;
- Must complete and maintain accurate records regarding map of route for each stop including all information such as names, address, fire number and time schedule. Must communicate changes promptly to Transportation Department and School Office Manager/Secretary;
- Completes work orders as needed and promptly reports all mechanical difficulties;
- Report all bus accidents and pupil injuries to transportation department;
- Perform bus housekeeping duties inside and out by maintaining bus cleanliness;
- Clean bus windows, lens covers and reflectors as needed, particularly of dirt, grime, mud, ice and snow;
- Line up in order for return trip at end of school day and/or activity run;
- Regular and predictable attendance – dependability and punctuality;
- Able to maintain confidential student information;
- 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.

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#### **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;

Possession of Commercial Driver License (CDL) with Class 'B' school bus and passenger endorsement preferred, but not required (we will train for license if needed);

Must meet State physical examination requirements;

Able to pass pre-employment drug screen;

Clean driving record; must meet Local and State of Minnesota standards for driver record check;

Complete a pre-employment criminal background check.

#### **If you do not have a school bus driver license, then we will train you. You will need to do the following training in addition to the above items:**

1. Pass a Department of Transportation (DOT) physical to obtain a commercial driver's medical health card.  
Physical exam can be completed at local health care providers.
2. Obtain a commercial learner's permit with school bus and passenger endorsement:  
Pass the three written and/or computer permit tests: CDL General Knowledge, CDL School Bus, and CDL Passenger. The CDL Air Brake test is not necessary for Badger Community School due to no Badger buses currently equipped with air brakes.  
Copies of downloadable manuals, tutorial videos, and practice tests are available upon request.
3. Schedule bus road test date, time and location in advance through Driver and Vehicle Services (DVS):  
Meet with our Director of Transportation to mutually decide when to schedule the road test date, time and location so a school bus can be reserved for you to use.  
The bus road test appointment can be made in-person the same day as obtaining the commercial learner's permit, or later by either telephone or by online reservation through DVS. You must hold a commercial learner's permit for 14 days before bus road test can be completed; however, the road test can be scheduled in advance as long as it is more than two weeks later.
4. Complete behind the wheel training with our transportation department
5. Pass Minnesota CDL bus road test which also includes pre-trip inspection walk through test.