



North Central Academy
5055 Corey Rd.
Mancelona, Mi 49659
www.northcentralacademy.net

Position: Bus Driver/Bus Maintenance

Reports to: Jill Kettlewell, Principal, North Central Academy
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Employed by: Mitten Educational Management at North Central Academy

Nature of the Position:

The primary responsibilities of this position include picking up PreK-12th grade students throughout the community in the morning before school and in the afternoon after school. The position also includes troubleshooting, repairing and performing preventative maintenance on NCA transportation fleet as needed.

Responsibilities of the Position:

1. Subscribes to the motto: "Action Over Words, Service Over Self".
2. Transports K-12th grade students to and from school safely.
3. Maintain a clean and mechanically sound bus at all times.
4. Perform daily bus inspections and quarterly bus services.
5. Diagnose potential vehicle malfunctions and repair bus components including but not limited to brakes, steering, electrical, and engine repairs.
6. Maintain inventory of parts and supplies.
7. Submit and/or recommend work orders, check supply levels and demonstrate strong organizational skills.

Requirements for the Position:

1. Applicants will hold or be willing to acquire a CDL license with a School Bus Endorsement.
2. Background Check/Fingerprints.
3. Clean driving record with no at-fault accidents in the past 5 years.
4. Ability to physically perform all responsibilities including a wide variety of tasks requiring a proficient understanding of school bus repair.
5. 10/10 attitude and work ethic each day.

Pay/Other:

Year round salary. Benefits package includes the following: health insurance, 401K, short and long term disability coverage, dental and vision insurance, life insurance coverage, a healthy living stipend to promote fitness, and paid vacation days.