



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

Position: Bus Driver

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 the Bus Driver include picking up PreK-12th grade students throughout the community in the morning before school and in the afternoon after school.

Responsibilities of the Position:

1. Subscribes to the motto: "Action Over Words, Service Over Self".
2. Transports PreK-12th grade students to and from school safely.
3. Maintain a clean and mechanically sound bus at all times.
4. Perform daily bus inspections.
5. Obey all traffic laws.
6. Assist students onto and off of the bus if necessary.

Requirements for the Position:

1. Applicants will hold a current 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 carry out the assigned route on time daily.
5. 10/10 attitude and work ethic each day.

Pay/Other:

4 hours per day, \$100-\$120/day - 180 days per year