



North Central Academy  
5055 Corey Rd.  
Mancelona, Mi 49659  
[www.northcentralacademy.net](http://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 K-12th grade students throughout the community in the morning before school and in the afternoon after school. This position is flexible based on the desired part time and full time position.

**Responsibilities of the Position:**

1. Subscribes to the motto: "Actions 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.
5. Obey all traffic laws
6. Assist students when boarding or debarking 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:**

\$140 per day