Hamilton Junior / Senior High

903 S Wayne Street, Hamilton, IN 46742 · Phone (260) 488-2141 · Fax (260) 488-3149 · www.hcs.k12.in.us

Tony Cassel *Superintendent* | **Greg Piatt** *Principal* | **Garry May** *Athletic Director* | **Taylor Brown** *School Counselor* | **Lori Zimmerman** *Office Manager*

Full-Time Bus Driver

Posted: 9/26/2022
Hamilton Community Schools

Position Summary: Hamilton Community Schools is seeking qualified candidates for an open vacancy for full-time bus driver. The individual will drive bus to transport students over specified routes according to time schedule. The individual will also be able to pick up extra driving routes for extra-curricular and field trips. The position will remain open until filled.

Expectations:

- Drive a school transportation vehicle within a prescribed route(s) in accordance with time schedules, picking up and dropping off students at designated stops.
- Transports students and teachers on field trips and extra-curricular trips to various locations.
- Conducts safety and operational inspection of assigned vehicle daily.
- Reports needed mechanical repairs when necessary.
- Services buses with gas, diesel fuel, and oil; visually checks tire pressure and batteries.
- Attends various meetings regarding safety, first aid, and training updates as required.
- Attends driver training programs to maintain current knowledge of Indiana Motor Vehicle Code and the Education Code.
- Operates a two-way radio.
- Maintains cleanliness of assigned vehicle.
- Checks email and other related department communications daily.
- Performs related duties as required.

Qualifications:

- High School diploma or equivalent.
- CDL License with valid passenger endorsement.
- Pass CDL Physical.
- Maintain a safe driving record.
- Able to safely transport students to/from school.
- Assist students and other passengers to enter and exit the vehicle when necessary.
- Keeps vehicle clean and in safe operating condition.
- Maintain order among the individuals being transported.

Application:

- Letter of interest, Resume, HCS Non-Certified Staff Application

Please email above information to Garry May (garry.may@hcs.k12.in.us) or mail to address listed above. Applicants can contact Garry May, Athletic Director/Transportation Coordinator, at 260-488-2161 with any questions.