



550 Maple St, Manistee, MI 49660
(231) 723-3521 • Fax (231) 398-2021
Ron Stoneman, Superintendent
Howard Vaas, Business Manager
maps.manistee.org

POSTING

February 11, 2022

POSITION(S): **BUS DRIVERS: Full Time Positions and Substitutes Needed**

- Ensure the safety of all students
- Be an excellent ambassador for Manistee Area Public Schools and an essential part of our school/ educational system
- Obey all traffic laws
- Transport students to and from school in the mornings and afternoons during school year
- Assist students with getting on and off of the bus when required
- Be able to carry out assigned route on time
- Maintain a clean and mechanically-sound bus at all times
- Perform inspections of the bus before and after each route

QUALIFICATIONS:

- Candidates must possess a High School diploma or GED
- Be able to meet state laws & endorsements required to operate school buses
- Possess a Commercial Driver's License (CDL)
- Successful completion of bus driver training class required
- Must possess a good driving record (**no at-fault traffic accidents nor traffic citations in the last 5 years**)
- Be drug & alcohol free
- Be dependable, enjoy working with children, and possess good communication/interaction skills with adults and children
- Employment subject to passing job-related physical examination, driving test, and criminal background checks
- Attend MAPS annual staff professional development day

PAY/BENEFITS:

Per contract

Key benefits included with a full time, school year route:

- **Individual dental, vision, & life insurance & state retirement benefits**
- **Paid time off, sick days, & personal days.**
- **Regular wage increases per contract, and opportunity for advancement**
- **Opportunity for summer transport assignments (based on seniority)**

EXPIRATION DATE:

Until filled

APPLICATION:

Please email or send Letter of Interest and application to:

Sara Schubert
550 Maple Street, Manistee, MI 49660
sschubert@manistee.org



SUPPORT STAFF APPLICATION FORM

POSITION APPLYING FOR _____
DATE OF APPLICATION

NAME: _____

MAILING ADDRESS: Number / Street / Road **Apt. # or P.O. Box**

City **State** **ZIP CODE**

Home Telephone # **Cell Phone #** **Email Address**

ARE YOU PRESENTLY EMPLOYED? _____ **PRESENT/LAST SALARY** _____
(hrly/wkly/yrly)

ARE YOU A U.S. CITIZEN? _____ **YES** _____ **NO**

CURRENT EMPLOYER: _____

ADDRESS/CURRENT EMPLOYER: _____

CONTACT PERSON: _____ **PHONE #:** _____

MAY YOUR PRESENT EMPLOYER BE CONTACTED? [] Yes [] No

WHEN WOULD YOU BE AVAILABLE FOR A PERSONAL INTERVIEW? _____

WORK EXPERIENCE:

Name/Address of Employer	Supervisor's Name & Phone Number	OK to contact? (yes/no)	Nature of Work	Employment Dates From - To	Reason for Leaving

EDUCATION AND PROFESSIONAL TRAINING:

List High Schools, Colleges/ Technology School &/or Universities Attended	Location	Years Attended or Graduated & Degrees Received	Area of Study

ARE YOU PRESENTLY WORKING TOWARD A HIGHER DEGREE? ____ YES ____ NO
IF "YES," WHAT IS YOUR EXPECTED COMPLETION DATE AND DEGREE EXPECTED? _____

CHARACTER REFERENCES:

NAME	POSITION TITLE	ADDRESS	PHONE NUMBER & EMAIL ADDRESS

EXPERIENCE WORKING WITH STUDENTS: List experiences you have had working with young people, i.e., scout work, summer camps, etc.

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ____ YES ____ NO
IF "YES," INDICATE THE TYPE OF CONVICTION, DATE, AND COURT WHERE THE CONVICTION OCCURRED:

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR (excluding a minor traffic offense)? ____ YES ____ NO (Note: Conviction record will not necessarily be a bar to employment.)

I hereby consent that any former or current employer, whether named in this application or not, may release all employment records of the applicant to the District. I also consent to a physical and drug test as part of the screening process. I understand I must undergo a Criminal History Record Check.

I hereby authorize the District to inquire and verify any information contained on this application for employment, and the District shall not be liable for any damages which may result from such inquiry or verification. I understand that making any misleading or untruthful statement on this application may result in my dismissal. If accepted for employment, I understand that this application will become a permanent part of my personnel records.

I further agree to comply with all rules, regulations, and policies of Manistee Area Public Schools and agree that my employment status is "at will" and, thus, I may be terminated for cause or no cause at any time, and I may terminate my employment at any time for any reason. Upon my termination, I authorize the release of reference information regarding my work history with Manistee Area Public Schools."

Signature (Full Name)

Date

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or handicap.