

Northeast Technology Center
POSITION ANNOUNCEMENT—Internal/External Posting

Position: Bus Driver: Part-Time Hourly Position
9 months or as needed to complete school year, subject to annual renewal
Current assignment at Pryor Campus, other District assignments possible.
2 positions: Afternoon Chelsea route, other route to be determined.

Starting Date: When available.

Responsible to: Maintenance Supervisor, Director of Facilities, and/or Campus Director

Salary: \$14.00 per hour

Qualifications: The successful candidate for this position must satisfy each of the following: possess a current valid Oklahoma School Bus Driving Certificate and a school bus driver's license; pass a national criminal background check with fingerprints and pass a physical exam and drug screening prior to start of employment; have good communication skills, have the ability to give and receive instructions, get along with others, and demonstrate good attendance and punctuality in the work place; have the physical ability to lift in excess of 40 pounds; be a self-starter and be able to work well without direct supervision, like high school students and possess good people skills. Computer skills are also preferred.

Primary

Function: Responsibilities for this position include, but are not limited to: Will be responsible for driving a 50+ passenger bus and ensuring the safe transporting of high school students to and from the campus. Additional duties include performing a daily bus inspections (pre-trip and post-trip), maintaining order while in transit, following state guidelines, and keeping the bus clean. The bus route position is from Northeast Technology Center to Partner High Schools and back to NTC up to three times per day, or as directed by Campus Administrator.

Deadline for

Applying: Wednesday, August 25, 2010 at 3:00 p.m.

Application may be found at the NTC website: www.netech.edu or by calling 918-825-7040.

Send completed application along **with copy of valid Oklahoma Bus Driver certificate** to:

Jeanie Fox
Northeast Technology Center
P.O. Box 487
483 Airport Road if bringing in person
Pryor, OK 74362

Northeast Technology Center is an equal opportunity employer.

**Northeast Technology Center
JOB DESCRIPTION**

Position: Bus Driver, Part-Time Hourly

Classification: Support Personnel

Responsible

To: Maintenance Supervisor, Director of Facilities, and/or Campus Director.

Primary

Function: Responsibilities for this position include, but are not limited to: Responsible for driving a 50+ passenger bus and ensuring the safe transporting of high school students to and from the campus. Additional duties include performing a daily bus inspections (pre-trip and post-trip), maintaining order while in transit, following state guidelines, and keeping the bus clean. The bus route position is from Northeast Technology Center to Partner High Schools and back to NTC up to three times per day, or as directed by Campus Administrator.

Experience/

Skills: The Employee in this position must satisfy each of the following: possess a current valid Oklahoma School Bus Driving Certificate and a school bus driver's license; pass a national criminal background check with fingerprints and pass a physical exam and drug screening prior to start of employment and yearly thereafter; have good communication skills, have the ability to give and receive instructions, get along with others, and demonstrate good attendance and punctuality in the work place; have the physical ability to lift in excess of 40 pounds; be a self-starter and be able to work well without direct supervision, like high school students and possess good people skills. Computer skills are also preferred.

Dependability: Regular attendance following a designated work schedule. Must be able to work scheduled hours as required by position responsibilities.

Major Duties:

Responsibilities for this position include, but are not limited to:

1. Safe transporting of students from Northeast Technology Center to Partner High Schools to NTC and back up to three times per day, or as directed.
2. Performing daily bus inspections (pre-trip and post-trip), following state guidelines.
3. Maintaining order while in transit.
4. Cleaning and upkeep of bus.
5. Conducting bus evacuation drills as required by State Law.
6. Any other bus and/or route related duties assigned by Supervisor, Campus Director, and/or Superintendent.