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# VACANCY LISTINGS

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September 27, 2018

Greenfield Community Unit School District No. 10 is accepting applications for the following positions for the 2018-2019 school year:

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***Full-Time District Bus Driver***

***20 hours per week***

*(See attached job description)*

Rate of Compensation:    Starting salary \$11.50 per hour  
                                     Board Paid monthly insurance premium of \$480  
                                     Employee portion insurance premium \$34.81-single

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***Please submit letter of application to the Greenfield District Office or fax to (217) 368-2724***

**Deadline for applications:    November 30, 2018**

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Greenfield Community Unit School District No. 10 does not discriminate on the basis of race, color, national origin, or handicap.  
This institution does not follow policies or procedures that intentionally or unintentionally discriminate on the basis of sex.

# **JOB DESCRIPTION**

**TITLE:** Bus Driver

**QUALIFICATIONS:** 21 years of age, physical examination, written examination, driving test, first aid training, and other qualifications set by the State to secure driving permit.

**REPORTS TO:** Transportation Supervisor/District Superintendent

**JOB GOALS:** To transport students and authorized adults in a safe manner as scheduled by school administration.

## **PERFORMANCE RESPONSIBILITIES:**

1. Drivers are to be at the bus garage at least 20 minutes prior to their departure time for the daily inspection.
2. Check the water, oil, fuel, and other conditions of the bus daily before starting out and complete appropriate form and turn report into supervisor.
3. Observe carefully all rules of the road, all signs, signals, and courtesies due others.
4. Do not drive faster than 50 miles per hour on the best concrete roads and drive slower than required when there is congested traffic, bad weather, or poor roads, etc., when carrying children.
5. Be sure that all doors are closed at all times when bus is in motion.
6. Never leave the bus while the motor is running.
7. Never coast with the clutch disengaged or the gears in neutral.
8. Never fill the fuel tank while there are children in the bus or while the motor is running.
9. Stop between 15 and 50 feet from the nearest rail at railroad grade crossings. Open the door to the right and listen for any possible warning signal. Look in both directions. When it is possible to see a sufficient distance up and down the tracks and no train is coming, proceed completely across in low gear.
10. The bus driver is always fully responsible for the safety of both bus and passenger.
11. Give complete attention to your driving duties and supervision of children on regular bus route. Teachers should supervise students when they are in charge of a trip.
12. Place buses at the school loading point or platform before children leave classes. Buses should not be backed up while pupils are in the vicinity unless assistance is present to guide the bus driver.
13. Instruct the children to await proper signal to cross the road when the traffic condition is such that they may go safely. When the children must cross the road the driver should beckon them to cross when it is safe to do so.
14. Drive the bus into the school grounds to discharge pupils, or they should be discharged so they will not have to cross a street or highway to the school grounds.
15. Bus should be cleaned after each trip.
16. Mileage should be recorded after each trip. (regular routes and special trips)
17. All accidents and/or injuries should be reported to the transportation supervisors.
18. There is to be no smoking on school property or on the buses at any time.
19. Maintain exterior and interior of bus in a clean and attractive manner.
20. Other duties as assigned.

September 20, 2010

October 12, 1995