

COMMERCE PUBLIC SCHOOLS
217 Commerce Street
Commerce, Oklahoma 74339-2200
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VACANCY LISTING

NAME OF SCHOOL DISTRICT: Commerce Public Schools

Elem. Middle Jr. High High Combination
 Full Time Part Time

POSITION TITLE: Bus Driver

SALARY: Commensurate with the Commerce Public Schools salary schedule
(\$12.25 to \$14.76/hr.)

OTHER QUALIFICATIONS AND/OR DUTIES:

Have a valid Commercial Driver's License and State of Oklahoma School Bus Driver's Certificate; Have a current physical on file in Superintendent's office; Must abide by all provisions of the anti-drug policy; Ability to relate to people and adapt to fluctuating situations; Good driving record. Provides safe, orderly, and efficient transportation of pupils to and from home to the school following prescribed procedures and established standards so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program. Obeys all traffic laws; Observes all mandatory safety regulations for school buses; Maintains order and discipline when students are on bus; Completes paperwork reporting behavior problems to the proper authority when necessary; Keeps assigned bus clean; Drives bus on assigned route(s) and within established time schedule; Performs daily maintenance and safety inspection of bus and turns in designated inspection report; Checks bus before each operation for mechanical defects; Notifies the proper authority in case of mechanical failure or lateness; Completes all required reports in a timely fashion; Discharges students only at authorized stops; Drives bus on educational field trips and activity trips as assigned by the transportation director; Exercises responsible leadership when on out-of-town school trips; Assumes personal responsibility for fire extinguisher, first-aid kit, and other such items on the assigned bus; Transports only authorized students; Reports all accidents according to established procedures and completes required reports; Enforces regulations against smoking and eating on the bus; Refuels assigned bus as needed; Performs related duties as assigned by the transportation director.

SETTING: Commerce High School

STARTING DATE: August 13, 2018

APPLICATION DEADLINE: Until the position is filled.

JOB APPLICANTS ARE TO SUBMIT:

- Letter of Application
- Resume
- Copy of Teacher Certificate(s)
- Transcript(s)
- Application (Available in Superintendent's Office or online at <http://www.commercetigers.net/jobvacancylistings.html>)

SUBMIT TO:

Mr. Rusty Barker or Mr. Danny Knight
Transportation Directors
Commerce High School
420 Doug Furnas Blvd.
Commerce, OK 74339-3122
Or Mr. Jim Haynes
Superintendent
Commerce Public Schools
217 Commerce St

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYERS

Alexander Elementary School Commerce Middle School Commerce High School
601 6th Street 500 Commerce Street 420 Doug Furnas Blvd
(918) 675-4336 (918) 675-4101 (918) 675-4343