

## Creston Elementary School District #9

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### **Position: Part-Time Bus Driver (May be combined with part-time custodian and/or maintenance)**

Date Posted: 5/23/25

Hours: Part-Time Monday-Friday during Academic Year; morning and afternoon route; field trips

Hourly Rate: \$24.00 – \$27.00 per hour DOE

Benefits: Annual leave, sick leave, monthly benefit in lieu of insurance

Closing Date: Open until filled

Start Date: July 1, 2025, depending upon training needs

### **UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER**

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

### **Duties include:**

Drives school bus or transportation vehicle over assigned route in accordance with time schedule.

Transports students, staff, and chaperones on field trips, and other special trips.

Enforces District policies and procedures related to transportation and maintains discipline on buses.

Prepares student discipline citations as needed.

Prepares daily reports of mileage, time, and student loads.

Maintains bus cleanliness on a daily basis, including washing, as needed.

Services buses with gas and oil and checks tires, battery, and belts.

Properly dispenses propane fuel and maintains compliance with propane dispenser training (when applicable).

Ensures compliance with applicable provisions of state motor vehicle code and education code, as related to bus driving and transporting students.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

### **Minimum Qualifications:**

Work history demonstrating dependability and reliability; good driving record; high school diploma or equivalent; or any combination of training and experience likely to provide the desired knowledge and abilities.

- Possession of valid Montana commercial driver's license, with school bus and passenger endorsements.
- Holds valid basic First Aid certificate.
- Knowledge of safe driving practices.
- Operate school bus, exercising good judgment and extreme caution.

### **Pre-employment requirements:**

- Successful applicant must:
  - pass a criminal background check.
  - receive a satisfactory medical examination report.

### **Equal Opportunity Employer**

Creston School District provides all people equal opportunity for employment without regard to race, religion, gender, age, national origin, disability, or marital status.

### **To Apply:**

Send complete application (available at [crestonschool.com](http://crestonschool.com)) and if applicable, other certifications to:

Rachel Stevens – Principal

Creston Elementary School

4495 Hwy 35

Kalispell, MT 59901

[rstevens@creston.k12.mt.us](mailto:rstevens@creston.k12.mt.us)