JOB TITLE: **Bus Drivers**

REPORTS TO: Director of Transportation

POSTING DATE: May 7, 2026

POSTING END DATE: Until Filled

DISTRICT DESCRIPTION: Benzie Central Schools serves over 1,100 students K-12 and encompasses over 350 square miles in the beautiful terrain of Northwest Michigan. The Early Childhood program is housed in Lake Ann Elementary, Homestead Hills Elementary and Betsie Valley Elementary consisting of programs serving 3 and 4-year olds. We also have an Infant/Toddler Room. There are six villages in the district, which is also convenient to the cities of Traverse City, Manistee, and Frankfort. Benzie Central has 3 elementary schools serving grades K-5, a middle / high school serving grades 6-12, and an alternative high school serving grades 6-12.

QUALIFICATIONS

- High School Diploma or equivalent
- Proven work experience as a School Bus Driver or similar role
- Clean driving record with no at-fault accidents or traffic citations within the last five years
- Two or more years of experience working with children preferred
- Ability to carry out assigned route on time
- Must have a Commercial Driver's License

EVALUATION:

Performance of this job will be evaluated annually by the Director of Transportation

PRINCIPLE ACCOUNTABILITIES:

- Transport children and other passengers to and from school
- Obey all traffic laws to ensure students arrive to their destination safely
- Maintain a clean and mechanically sound bus at all times
- Ensure the safety of all students when entering and leaving the bus
- Assist students with getting on and off the bus as needed
- Engage with students as they enter and exit the bus.
- Being attentive to traffic and weather conditions and ensuring passenger safety
- Following the planned route and schedule for departure times and stops
- Regularly checking vehicle safeties such as tires, brakes, turn signals and mechanical equipment

2024-2026 Transportation Contract

Interested applicants should apply and attach materials including a resume and cover letter to Mary Radtke, Director of Transportation at radtkem@benzieschools.net OR

https://northwested.tedk12.com/hire/index.aspx (apply online)