



Bus Driver

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: www.cranbrook.edu.

This opportunity is for a **Bus Driver** position for daily campus shuttles and field trips for student classes and athletic teams.

Responsibilities include, but are not limited to:

- Drives a Cranbrook school bus, loading and unloading passengers at designated stops
- Shuttles students to various points on campus and athletic teams to various locations for athletic contests in the evenings and weekends
- Ensures safety and security of vehicle and passengers
- Performs routine vehicle inspections and preventative maintenance
- Prepares and maintains records and reports

Requirements:

- Valid Michigan driver's license with satisfactory driving record
- Driving experience in the transporting of passengers
- Training and experience that demonstrates the ability to perform the duties of the position
- Possess a valid Michigan CDL with B, P, S endorsements and acquire a Michigan Department of Education bus driver card within three months of hire date
- Possess or be able to acquire a medical examiners certificate
- Comply with federally mandated drug and alcohol screening
- Understand, speak, and have the ability to write in English
- Possess routine knowledge of bus driver related functions and basic traffic laws

There are multiple positions available, both full-time and part-time. The full-time position will run year-round. Part-time positions are school session position working 30 hours per week during the school year. Regarding the part-time positions, although regular shifts are scheduled while school is in session, there are also opportunities to drive during the summer months. Regular hours for the full-time position are M-F, 7:30 am – 4:00 pm. Regular hours for part-time positions are M-F, 11:30 am – 5:30 pm. Availability to work weekends as needed. The rate of pay is \$20.51 per hour.

Cranbrook offers competitive compensation and benefits. Full-time employee benefits include medical, dental, life insurance, long-term and short-term disability, and retirement program with employer match. We also offer generous paid time off, 14 paid holidays, employee discounts, and a unique environment in an educational setting that values collaboration

The part-time positions include eligibility for paid time off, a medical plan, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax (248) 645-3014. Applications and HR email address for submissions can be found on the Employment page of our website at www.cranbrook.edu/employment
(Please note that a fully completed employment application is required for consideration)