



Stark County Board of Developmental Disabilities

POSITION OPENING NOTICE

POSITION	Bus Driver Substitute Vacancy # 3448
DEPARTMENT	Transportation
LOCATION	Bus Garage
SUPERVISOR	Assistant Transportation Manager
DUTIES	<p>Summary: Drives bus to transport passengers over specified routes according to time schedule, fills in when bus driver is unavailable to work.</p> <p>Essential Duties and Responsibilities include the following:</p> <ul style="list-style-type: none"> * Drives passenger vehicles ranging from 9-65 passenger capacity consisting of pick-up and delivery of persons with developmental disabilities to and from their homes, classes, or workshops within Stark County. * Complies with all Ohio Motor Vehicle Laws, safety rules as established by the Ohio Department of Education, and Board Transportation Policies and Procedures. * Reports delays or accidents. * Completes daily paperwork as per procedure. Maintain accurate records of all passengers transported. * Services vehicles daily with pre-trip and post trip inspection including the reporting of needed repairs. * Attends all program wide in-services and other training programs as assigned. <p>Other Duties As Assigned: The Essential Duties and Responsibilities above represent the most significant duties of this position, but does not exclude other occasional work assignments that would be within the qualifications and responsibility levels of the position.</p>
QUALIFICATIONS	<p>Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability</p>

	<p>required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Education and/or Experience: High school diploma or general education degree (GED); one to three months related experience and/or training preferred.</p> <p>Certificates, Licenses, Registrations Ohio CDL School Bus Driver's License; Class B with Passenger & School Bus Endorsements (training will be provided to help obtain license)</p>
MINIMUM RATE OF PAY	\$13.30 / hour
HOURS	Split Shift; work morning and afternoon, minimum 4 hours per day, Monday - Friday
BENEFITS	Public Employee Retirement System, sick time
PROPOSED STARTING DATE	January 23, 2017
APPLY TO	<p>Persons currently employed by the Board must apply in writing. Other interested persons should submit an application or resume to:</p> <p>Email: roderickj@starkdd.org</p> <p>Human Resources Department Stark County Board of Developmental Disabilities 2950 Whipple Ave NW Canton, OH 44708</p> <p>EEO/MFH/ADA</p> <p>Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the Recruiter at 330.479.3738.</p>

Copies to:	Posted By:	Alternate:
EG	K Patton	T Maney
SE	M Moore	R Allerton
Higgins	T Veitch	M Headland
NP	A Anderson	K Baughman
SG	C Fedor	M Blosser
Trans	D Sidwell	E Daniels
WSC	C Burga	P McFrederick
APP Cntr	J Garofalo	J Roderick

SCEPTA	V Freday	Sup Staff	K Anderson
HR Dept	J Roderick	App Cntr	J Garofalo
Date Posted	December 22, 2016	By	J Roderick
Closing Date	January 6, 2017	By	J Roderick