

# **CLARE PUBLIC SCHOOLS**

## Staffing Notice – 2017 Internal/External Posting

The following position is hereby posted as being available to those seeking employment or a change in assignment. Job description available upon request.

### **POSITION: Substitute Bus Drivers**

### **QUALIFICATIONS:**

- High School Graduate or Equivalent
- Valid driver's license, CDL license preferred
- Must pass background check
- Must pass a pre-employment drug/alcohol test

### **REQUIRED SKILLS:**

- Training provided if needed to qualified applicant

**START DATE:** As Soon As Possible

**RATE OF PAY:** Per District Policy

**POSTING PERIOD:** Until Filled

Qualified applicants should fill out an application at:

**Clare Public Schools  
Transportation Department  
316 E. Wheaton  
Clare, MI 48617**

**If you have questions, please contact Owen Malson at [omalson@clare.k12.mi.us](mailto:omalson@clare.k12.mi.us) or 989-386-9569.**

**CLARE PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER**

**For Administration use only** - Please complete below information and return to Business Office.

Account #:	Account #:
Name of New Hire:	Date of Hire:
Recommended by:	Start Date:
Step:	District Employee or PCMI Coach (circle one)
Education Level (CEA only):	Salary/Hourly Rate:
Business Manager:	Superintendent:

**For Administration use only – HOURLY EMPLOYEES**

Number of Hours Per Day:
Number of Days Per Week/Year: (ATTACH SCHEDULE, if applicable)
Start Time:
End Time:
Unpaid Time: