



City of Pekin

Human Resources Department

The City of Pekin is accepting applications for **School Bus Drivers**

CDL required

Must be 21 years of age

Minimum of 3 hours per day

\$20.40 per hour

Must pass school bus driver physical annually, drug screening and extensive background check

Random drug testing

Applications are available online at

http://www.ci.pekin.il.us/departments/hr/job_postings.php

Multiple Positions Open and the City is willing to train candidates without experience

The City of Pekin is an equal opportunity employer

Specific Requirements for School Bus Drivers

Certificate of Eligibility-(Free) from Secretary of State's office (If it shows ineligible, some things can be cleared by applying for a waiver with the State)

CDL Book (Study everything except doubles and triples, and air brakes)

You will take 3 tests to obtain CDL Learner's permit. (Current cost is \$54.00)

Core Knowledge CDL

Passenger Endorsement

Busing- (must have Letter of intent to take this test)

Must present Letter of Intent, and a certified copy of Birth Certificate **or** Valid Passport to take the tests.

If all tests are passed, a CDL Learner's Permit valid for 6 months will be issued. (it will have all proper endorsements)

Employment physical includes drug testing, and random testing through the year.

Fingerprinting – State and Federal background check.

Once these steps are completed successfully, you may be offered temporary employment for training purposes. Continued employment is contingent on successfully obtaining a School Bus permit, as well as other City policies.

When an offer of employment is made, all employment paperwork (payroll, taxes, etc.) **must** be filled out within 48 hours according to Federal Law.

Behind the wheel training with one of our drivers.

8 hr class mandated by the State of Illinois.

Driving test with State of Illinois

City of Pekin		Classification Specifications	
Title:	School Bus Driver	Department:	Transportation
Pay Grade:	Grade 5 3 hr minimum	FLSA:	N Seasonal School year
Date:	September 2023	Reports To:	Operations Manger

Purpose of Classification

The purpose of this part-time and seasonal position is to operate school bus, under the supervision of the Operations Manager of the City of Pekin Transportation Department. The position is active during the school year while school is in session. Position is a split shift, with 3 hour minimum per day.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Operates school bus on a predetermined route and schedule in a safe and efficient manner.

Maintain order and discipline among students on bus following school district and City of Pekin rules and regulations

Performs daily inspections and maintain vehicle maintenance, mileage, trip and student reports.

Prepare student conduct and incident reports and accident reports.

Operates hydraulic lift.

Assists in the loading and unloading of physically and mentally handicapped students as necessary.

Monitors vehicle and equipment operation and reports malfunctions and repair needs.

Maintain current certification for CPR and basic first aid training.

Fuel and clean exterior and interior of buses including, but not limited to, sweeping & mopping floor, wiping upholstery, picking up debris and general cleaning daily.

Utilize two-way radio for bus to bus, bus to school and bus to base communications.

Observe applicable local, state and federal policies, procedures, guidelines and laws.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this classification and may also be performed by other unit members.

Other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent, commercial driver's license with school bus permit or ability to receive one, prior responsible work experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Ability to meet the requirements of the State of Illinois School Bus Permit annually.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to assemble, copy, record and transcribe data and information, following a prescribed plan. Ability to compare, count, differentiate, measure and/or sort data and information.

Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as schedules, maps, maintenance reports, operating manuals, procedures and guidelines.

Ability to communicate effectively with customers and Department personnel.

Mathematical Ability

Ability to add, subtract, multiply and divide.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

Physical Requirements

Ability to operate equipment and machinery with some requiring complex and rapid adjustments, such as bus, hydraulic lift.

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as driving a bus.

Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and tasks.

Ability to pass extensive school bus physical on annual basis per State of Illinois regulations.

Environmental Adaptability

Ability to work under moderately safe and comfortable conditions where exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, traffic hazards, disease and/or dust, may cause some discomfort and where there is a risk of injury.

The City of Pekin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

City Signature

Date

Date