GALION CITY SCHOOL NOTICE OF CLASSIFIED
POSITION OPENING
2026-2027 CONTRACT YEAR

Date of Posting: November 4, 2026
Deadline for Applicants: Until Filled

Description of position: Bus Driver

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Satisfactorily pass a BCI background check
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Demonstrate an understanding of the role of pupil transportation in the educational program and meet all the physical, mental, and moral requirements established by state laws, regulations, and local Board of Education policies.
5. Previous successful driver experience.
6. Physically qualified by passing an annual physical examination (O.A.C. 3301-83-07).
7. Hold a current Commercial Driver License (CDL) Class A, B, or C with endorsements P (Passenger Vehicle) and S (School Bus).
8. Completes pre-service and yearly in-service training requirements (O.A.C. 3301-83-10).
9. Physically capable of appropriately lifting and managing students with disabilities when necessary.
10. Ability to cope with stressful situations as related to students with disabilities.
11. Possess or upgrade skills through formal and/or in-service training related to transportation of students with disabilities.
12. Obtain annually a driver record check (abstract) from the Bureau of Motor Vehicles (O.A.C. 3301-83-07).
13. Good moral character and attendance record.

ESSENTIAL FUNCTIONS:

1. Maintains respect at all times for confidential information.
2. Abides by all rules, policies, and procedures affecting pupil transportation.
3. Responsible for safe operating conditions and the cleanliness of the bus.
4. Maintains pupil control and reports violations to the proper authorities as prescribed (Principal, Supervisor of Transportation, Director of Operations, Superintendent, etc.).
5. Maintains routes, stops, and time schedules as established by the Transportation Director.
6. Makes suggestions for more efficient routing, but permission must be granted before any change(s).
7. Report any hazardous conditions along the existing route to the Transportation Director.
8. Follows properly approved procedures for reporting bus accidents; forms provided.
9. Will be present or available at all bus driver meetings and in the event of emergency dismissal.

10. Promotes good public relations by personal appearance, attitude, conversation, and the appearance of the school bus.
11. Shares in the responsibility for driving for a school-sponsored event and/or approved field trip.
12. Identifies, analyzes, and solves problems.
13. Shall attend four (4) hours of safety in-service.
14. Follows the Board-approved Transportation Handbook.
15. Demonstrates the ability to organize tasks to completion.
16. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
17. Is open to change and willing to be involved in the change process.

Salary: Per salary schedule as adopted by the Galion City Schools Board of Education

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Internal Candidates:
Please send e-mail of interest to:
human.resources@galionschools.org

External Candidates:
Please Click Here to complete and submit the Google form Employment Application
And
Please submit a cover letter and resume to:
human.resources@galionschools.org