



Transportation Department - Bus Driver

Position Description:

Reporting to the Transportation Coordinator, the Bus Driver will be responsible for the following:

- Safely transport students on scheduled routes, field trips, athletic runs and special events
- Assist students in the loading and unloading process and ensure they are released to approved persons
- Complete pre-trip and post-trip inspections, proper fueling and cleaning of buses at completion of each trip/route
- Notify Transportation Coordinator of needed bus repairs and maintenance, including scheduled and unscheduled
- Driving responsibilities are primarily in the mornings and afternoons

Qualifications:

- Valid CDL with "S" endorsement required; Passenger & Airbrake endorsement required
- Strong interpersonal skills; self-directed individual who is solution oriented, flexible and works well with teams and individuals while possessing a positive attitude
- Strong verbal communication skills
- Must have valid transportation to/from work each day
- A successful track record of working effectively with a wide range of constituencies including students, faculty, staff and parents, maintaining a calm presence at all times
- H.S. Diploma or GED required

This is a full-time, 10 month, salaried position, guaranteed 5 hours per day, with full benefits. Additional compensation available for Late Runs, Field Trips, Sports, but not guaranteed.

Employment is contingent on successfully passing a background check and good driving record.

Please submit an application, [click here](mailto:Cforrest@saintstephens.org), to Cforrest@saintstephens.org or go to www.saintstephens.org/busdriver to download the Employment Application.

