

Position Title: Driver

FLSA Classification: Part-time – Non-Exempt, 10-month schedule of duties

Reports To: Director of Human Resources and Operations

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- ◆ Safe Transportation:
 - Drive school van along designated routes, adhering to established time schedules
 - Pick up and drop off students at designated stops
 - Ensure the safety of students during loading, unloading and transportation
 - Practice safe and defensive driving techniques
 - Maintain a clean and safe vehicle
 - Carry out vehicle maintenance checks
 - Utilize navigation applications to find the most optimal route
 - Maintain an organized travel schedule
 - Ensure vehicle has enough gas and is always ready for use
 - Maintain cleanliness of vehicle, inside and out
 - Update monthly mileage records
- ◆ Student Supervision:
 - Maintain order and discipline among students on the van and at stops
 - Escort students across the street, if needed.
- ◆ Route and Schedule Adherence:
 - Follow assigned routes and schedules accurately
 - Communicate any route changes or delays to the Transportation Coordinator and/or the Human Resources and Operations Manager
- ◆ Vehicle Maintenance and Safety:
 - Perform daily safety inspections of the van
 - Report any mechanical issues promptly to the Transportation Coordinator and/or the Human Resources and Operations Manager
 - Ensure the van is properly maintained and serviced
- ◆ Documentation and Reporting:
 - Maintain accurate records of routes, schedules, and student transportation
 - Complete necessary reports as required by the school
- ◆ Additional Responsibilities:
 - May transport students to field trips, sporting events, or other activities
 - May be required to attend and complete trainings and meetings



- ◆ General Responsibilities:
 - Support and further the school's missions, visions, and values
 - Demonstrate respect towards all members of the school community, including students, parents, teachers, support staff, and administration
 - Behave with dignity and respect, in accordance with school and community expectations
 - Abide by school policies and procedures
- ◆ Other Considerations:
 - Hourly rate: \$28.00
 - Start: As soon as possible
- ◆ Driver Requirements:
 - A valid CDL driver's license with Passenger Endorsement
 - 5 years driving experience
 - Clean Motor Vehicle Report to be approved by school's insurance carrier
 - Excellent organizational and time management skills
 - Exceptional interpersonal skills
 - Good verbal communication
 - Proficient using GPS devices
 - Be able to occasionally lift up to 30 pounds

EQUAL OPPORTUNITY EMPLOYER: No person shall, on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, disability/handicap, or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination, harassment, or retaliation in the school's employment opportunities.