



# St. Anne's-Belfield School

## BUS DRIVER

Founded in 1910, St. Anne's-Belfield School offers small class sizes, a talented and nurturing faculty, and challenging academics. St. Anne's-Belfield School serves approximately 900 students in Pre-School through Grade 12 across two campuses in Charlottesville, Virginia.

St. Anne's-Belfield School is seeking a part-time Bus Driver. The Bus Driver operates school buses and other vehicles for the purpose of transporting students to and from campuses and other designated locations for field trips or athletic competitions. Candidate must possess a clear driving record, knowledge of highway regulations, strong organizational and planning skills, effective verbal and listening communications skills, ability to manage people and processes, and must provide respectful and friendly customer service.

Duties include:

- Safely operate a school bus and other vehicles.
- Maintain order and discipline on the bus or other vehicle.
- Attend necessary safety and training courses pertaining to the job.
- Alert the Fleet and Transportation Manager of any non-routine maintenance required.
- Submit any necessary route, mileage, or other reports as required by the Fleet and Transportation Manager.
- Ensure all accidents are immediately reported to the Fleet and Transportation Manager.
- Other related duties as required

Education and experience:

- Minimum: High School diploma or equivalent, CDL License with endorsement listed above for passenger transportation, a current Department of Transportation Medical Certification to accompany the CDL (ME Cert.), 1-3 years in transportation operations experience, and safe driving record
- Physical demands and work environment: Long periods of sitting, standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling.

Please send resume to Morgan Rakes, budget and financial aid specialist, at [mrakes@stab.org](mailto:mrakes@stab.org).

*St. Anne's-Belfield School is an Equal Opportunity Employer. St. Anne's-Belfield School does not discriminate on the basis of race, color, religion, gender, sexual orientation, national or ethnic origin in the administration of its educational, admission, financial aid program, employment policies, or any other programs administered by the School.*