



# INCARNATE WORD ACADEMY

*A Catholic College Preparatory for Young Women, Est. in 1873*

**Title:** Bus Driver  
**Supervisor:** Director of Operations  
**FLSA:** Non-Exempt

Position is responsible for operating a school bus and transporting students and other authorized personnel safely and efficiently over specified routes to and from schools and various activities. Position conducts pre-trip inspections; observes safety regulations and policies; enforces student discipline on the bus; and performs related work.

**Hours:** Depend upon need

## **Mission and Values**

- Models the mission, values and spirituality of the Academy and the Sisters of the Incarnate Word and Blessed Sacrament
- Serves as a positive representative of IWA within the broader community
- Participates fully in the life and activities of the IWA community
- Serves all IWA families with compassion and respect

## **Essential Duties and Responsibilities**

- Ensures that the bus can be operated safely before driving and conducts pre-trip safety inspections as required by federal and state laws to include observing visual defects and checking operating systems to include brakes, horn, lights, emergency flashers, extended stop arms, and door-opening devices.
- Keeps assigned time schedules, which may require driving during pre-day light and dusk periods, and makes every effort to be on time while ensuring safety.
- Obeys all traffic laws and transportation practices as outlined in the CDL manual, and local ordinances.
- Observes all mandatory safety regulations for school buses and keeps all emergency exits clear of obstructions.
- Maintains student discipline on the bus and enforces rules governing student conduct.
- Reports undisciplined students to the proper authority.
- Reports all accidents immediately, requesting police or ambulance service as needed; assists injured persons until services arrive; and completes required accident reports.
- Notifies the proper authority in cases of mechanical failure, safety deficiencies, when off schedule, or other incidents.
- Regulates heating, cooling, and ventilating equipment provided on the bus for the comfort of passengers.
- Checks the bus upon arrival at school and at the end of the route after departure of children for any lost articles and to ensure that no one has been left on board.

- Drives students and teachers on field trips, extracurricular activities, and other special events, often in evenings and at night, as assigned.
- Returns the bus to the assigned bus lot, performs a final inspection, and secures the bus according to procedures.
- Returns the bus to the assigned bus lot, performs a final inspection, and secures the bus according to procedures.
- Participates in all required training.
- Submits to drug testing when required.
- Maintains a commercial driver's license as required by the State Department of Transportation
- Models nondiscriminatory practices in all activities.
- Keeps the assigned bus clean/ensures that trash is collected after each trip.

**Qualifications:**

- Must possess a valid commercial driver's license, class B, to operate a school bus.
- Must possess an excellent driving record.
- Must possess a good knowledge of procedures and federal/state laws governing the safe operation of a school bus.
- Must possess the ability to maintain student discipline and ensure that student behavior is not a distraction to safe driving.
- Must possess the ability to recognize and report any unsafe act or condition.
- Must remain in compliance with state/division regulations regarding the use of controlled substances and alcohol as applied to school bus drivers.

*The above statements are intended to describe the general nature of work performed by individuals in this job classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, or qualifications required of individuals in this job classification. All job classifications may have other duties assigned on an as-needed basis. Management, at the appropriate level, retains the right to assign and change the duties of any position at any time.*

**Send your resume with a cover letter and three references to:**

[hr@incarnateword.org](mailto:hr@incarnateword.org)