

# NANSEMOND - SUFFOLK ACADEMY

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**POSITION TITLE:** Route Bus Driver  
**DEPARTMENT:** Auxiliary Services  
**REPORTS TO:** Director of Transportation/Director of Finance & Accounting  
**FLSA:** Part-time, Non-exempt  
**TERM:** 10 Months

## **School Overview:**

Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving grades Pre-Kindergarten – 12. Founded in 1966, the school has a current enrollment of approximately 750 students, 165 employees, and sits on a 100-acre campus located in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Southern Association of Colleges and Schools and the Virginia Association of Independent Schools.

## **Job Summary, Qualification and Responsibilities:**

Nansemond-Suffolk Academy is seeking qualified applicants for the position of Route School Bus Driver. Position qualifications and responsibilities for this position are listed below.

### Applicant must:

- Possess a valid Class B Commercial Driver's License with Class P & S Endorsement (in accordance with Section 46.2-339 of the Code of Virginia).
- Furnish 5-year driving history from Department of Motor Vehicles for review (in accordance with section 22.1-178-A.2 of the Code of Virginia). Please include with employment application documents.
- Possess at least 2 years school bus driving experience.
- Be at least 26 years of age at the time of application submission (in accordance with insurance provider provisions).

### Applicant must be willing to:

- Provide fingerprints for national background check submission (in accordance with Section 19.2-392.02 of the Code of Virginia).
- Undergo yearly physical examination (in accordance with Section 22.1-178 of the Code of Virginia).

### Responsibilities will include but are not limited to:

- Ensuring timely and safe student pickup and delivery - to and from school.
- Conducting morning route inspections to ensure:
  - Clean and safe vehicle condition - interior and windows;
  - Proper operating condition of vehicle and on-board equipment and proper fuel supply; and
  - Delivery of all students to school (prior to exit from campus).
- Conducting afternoon route inspections to ensure:
  - Clean and safe vehicle condition - interior and windows;
  - Proper operating condition of vehicle and on-board equipment; and
  - Delivery of all students (prior to leaving final route stop).

- Adjusting to variables in normal working conditions, including adverse weather, traffic and construction, passenger problems, accidents and trip changes.
- Diffusing difficult situations and maintaining order onboard vehicle.
- Documenting necessary information daily including odometer readings, ridership, etc.
- Accurately collecting and reconciling fuel receipts.
- Employing all techniques of defensive driving to minimize the risk of preventable and non-preventable accidents and/or passenger injuries.
- Protecting students and securing vehicle in the event of accident or injury and communicating effectively with the Director of Transportation and school administrators.
- Abiding by all rules and regulations as stated in the NSA Bus Driver Handbook in regards to Driver responsibilities.

Qualified applicants are requested to submit the required bus driver employment application documents to Mrs. Ardie Curle, Director of Transportation, at [acurle@nsacademy.org](mailto:acurle@nsacademy.org) or 3373 Pruden Boulevard, Suffolk, Virginia 23434. All bus driver application documents are posted on the Employment Opportunities page on the NSA website or hard copies may be picked up from Mrs. Curle at Nansemond-Suffolk Academy.

*At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion and empowered to make a difference in the world.*