

PART-TIME BUS DRIVER - ATHLETICS AND FIELD TRIPS

MERCY HIGH SCHOOL, BURLINGAME

Department: Student Life
Reports to: Assistant Head of School for Student Life
FLSA Status: Non-Exempt
Prepared Date: September 18, 2023

Position Summary And Responsibilities: This position is responsible for safely transporting students to and from Mercy High School athletics events or field trips. The job is a part-time, hourly, 10-month position reporting to the Assistant Head of School for Student Life and the Director of Facilities and Maintenance.

Hours: Most hours will be after school to transport teams to athletic contests. There may also be opportunities to transport students to locations in the Bay area for class field trips.

Start Date: As soon as possible

Essential Job Responsibilities include, but are not limited to:

Bus Driver

- Safely transport students to and from athletic contests or school field trips
- Execute safe driving practices
- Help coaches or teachers monitor student behavior
- Comply with all applicable federal and state regulations regarding the operation of school buses in transporting pupils to and from school, special events, field trips, etc.
- Conducts vehicle inspections as required by all applicable federal, state, local regulations and in accordance with school procedures. Does not operate an unsafe vehicle and reports mechanical malfunctions to the appropriate supervisor

Abilities:

- Demonstrate a commitment to the Mission and Values of Mercy High School
- Demonstrate the ability to work with evolving systems and structures, and the ability to be flexible in adapting to changing environments and regulations
- Takes initiative and can work independently. Must possess the ability to manage multiple priorities and tasks simultaneously
- Knowledge of environmental and safety requirements and procedures related to custodial services
- Punctuality
- Ability to understand work instructions given in English, either verbally or in writing
- Performs other duties as assigned by the Head of School

Qualifications •

This position requires a **clean driving record**, a **CDL with Passenger endorsement**, **Medical Certificate** and **school bus driver certificate**.

This position requires the ability to work well with a diverse group of individuals. Good communication skills are necessary as well as the ability to multitask.

Ability to obtain, understand, and give adequate consideration to others' priorities, opinions, and concerns, is able to work with a diverse constituency and staff.

Must be a self-starter and have the ability to work independently and as part of a team.

Must be comfortable driving a school bus

High integrity and accountability; exceptional attention to detail and accuracy.

Positive attitude.

Team player with the ability to take and give clear instructions.

Reliable, responsible, and safety-minded.

Physical: Must be willing and able to get in and out of a vehicle and sit for extended periods of time.

Environmental Conditions: Exposure to high temperatures, seasonal changes, lubrication agents, dust, loud or unpleasant noises..

Sensory: Able to speak clearly and make self-understood while understanding others using the English language. Frequently must be able to read fine print and discriminate color. Must be able to distinguish normal sounds with loud background noise. Occasionally required to smell. Other specific visual abilities required include distance vision, peripheral vision, depth vision, and the ability to adjust focus.

Background/fingerprint check required. • Must have a valid driver's license. Must have a clean driving record.

Send resume and cover letter to: Assistant Head of School for Student Life Jennifer Clifford at jclifford@mercyhsb.com

If emailing, please use subject line "School Bus Driver"

Salary \$30-\$40/hour based on experience

STATEMENT OF NON-DISCRIMINATION

All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories. (Administrative Handbook #4111.4)