



Bus Driver

Academy of the Sacred Heart in New Orleans, founded in 1867, is an independent, Catholic, college prep institution for girls offering 17 years of instruction for one-year-olds through twelfth grade. Academy of the Sacred Heart is one of 25 Network of Sacred Heart Schools in the United States-Canada sponsored by the Religious of the Sacred Heart (RSCJ).

Job Description

Academy of the Sacred Heart seeks a part-time bus driver. The School Bus Driver interacts as needed with ASH students, faculty and staff and serves as their trusted transportation to and from school field trips and out of school activities. This driver will also be responsible for transporting student athletes to and from sporting activities, both locally and further afield. As such, the Driver should be free of any traffic or criminal violations and should have an authoritative, yet calming demeanor and a strong understanding of traffic laws. CDL qualifications required.

The following skills will be important to ensure success in this position:

- Friendly disposition
- Flexible
- Adaptable
- Patient and cooperative
- Responsible
- This position requires the ability to drive a 14 passenger small bus, as well as a full-size school bus

Requirements:

- National Background Check
- Archdiocese Safe Environment Training
- CPR and first aid training
- Must have permission to work in the United States

Application Process

Applicants should complete the Online Employee Inquiry Form at ashrosary.org/careers.

Applicants will be prompted to upload the following:

1. Cover letter indicating why they are particularly interested in and qualified for the position.
2. Current résumé.
3. Names, addresses, and telephone numbers of three references from current and/or former

director supervisors. (We will obtain permission from candidates before contacting references.)

4. During the application process, you may be asked to complete the ASH Employment Application PDF, which is available for download at ashrosary.org/careers.

Academy of the Sacred Heart is an equal opportunity employer. The goal of Academy of the Sacred Heart is to hire and motivate an outstanding and diverse faculty and staff who work together harmoniously toward the common mission.