

PART TIME MORNING SHUTTLE DRIVER

MERCY HIGH SCHOOL, BURLINGAME

Department: Student Life

Reports to: Assistant Head of School for Student Life

FLSA Status: Non-Exempt

Prepared Date: July 18, 2025

Summary

Within the context of the tradition and charism of the Sisters of Mercy, supportive of the Mission and Values of Mercy High School and Catholic Church teachings and doctrine, the Shuttle Driver is responsible for safely transporting students to and from Mercy High School via the school's shuttle system. This position is responsible for safely transporting students to and from Mercy High School via the school's shuttle system. 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.

Various shifts available:

- M-F 6:45AM- 8:45AM
- M-F every other day 8AM-2:30PM
- M-F 3-6PM

Start Date: August 2025

Essential Job Responsibilities include, but are not limited to:

Shuttle Driver

- Safely transport students to and from Mercy High School
- Execute safe driving practices
- Monitor and manage groups of up to twelve female students
- Clean the interior of the shuttle after each shift
- Additional opportunities exist in assisting with field trip and athletics transportation needs
- Complete required DMV certifications when applicable

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 the ability to work well with a diverse group of individuals. Good communication skills are necessary with the ability to work independently and as part of a team. Must be comfortable supervising a group of up to ten teenage students; must be comfortable driving a school shuttle van

This position requires high integrity and accountability; exceptional attention to detail and accuracy, and a 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 Jillian Loftus at jloftus@mercyhsb.com Please use subject line "Shuttle driver" and list the shifts you are interested in:

- M-F 6:45AM- 8:45AM
- M-F every other day 8AM-2:30PM
- M-F 3-6PM

Salary \$25/hour

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)