



POSITION DESCRIPTION

Title: School Bus Driver
Reports to: Athletic and Activities Director

Job Summary:

Operate SMCS buses to safely transport students to and from school-related activities and events in accordance with all safety regulations and SMCS policies.

Duties and Responsibilities:

- Maintain a clean and mechanically sound bus at all times
- Obey all traffic laws and transportation regulations
- Perform required pre-trip and post-trip inspections
- Ensure the safety and proper supervision of all students while loading, unloading, and during transport
- Maintain order and discipline on the bus to support a safe and respectful environment
- Assist students with boarding and exiting the bus when required
- Track mileage and route information
- Fuel the bus at the end of assigned routes
- Maintain accurate and timely time records for payroll purposes
- Report mechanical issues, safety concerns, accidents, or incidents promptly to the Athletic and Activities Director
- Complete required trip documentation and student rosters for each route or event
- Communicate effectively with school administrators, coaches, and staff regarding schedules, delays, and route changes
- Follow emergency procedures and participate in required safety and evacuation training
- Ensure compliance with all SMCS policies, diocesan requirements, and transportation procedures
- Perform other related duties as assigned

Qualifications:

- Current Commercial Driver's License (CDL) with appropriate endorsements
- High school diploma or GED preferred
- No at-fault traffic accidents in the last 5 years
- Dependable, punctual, and able to work flexible hours including evenings if interested in doing activity bus driving.
- Ability to safely manage student behavior and respond appropriately in emergency situations
- Submission to legal background check, completion of Virtus training and agreement with the Pastoral Code of Conduct

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I can perform the above duties with or without reasonable accommodation.

Signature: _____