



Title: School Bus Driver

Reports to: Director of Transportation

Status: Academic Year Part-time/Non-exempt

MCDS is an independent, K-8, co-educational school of 600 students. Our mission is to create an inclusive community of learning that inspires curiosity, empathy, and action. Rooted in our values of respect, responsibility, and compassion, we are an intentional community where varied perspectives and life experiences are vital to our collective growth and the strength of our program.

Our Academic & Community Programming: We model teaching excellence through student-centered, differentiated instruction framed around experiential and place-based education. Our 35-acre campus on the hillside of Ring Mountain serves as a living laboratory where students engage directly with environmental sustainability. Our academic program is purposefully scaffolded around three key skill areas—literacy, mathematics, and writing—partnered closely with the developmental milestones and social-emotional needs of our learners.

A Culture of Professional Learning: MCDS is devoted to cultivating an inspiring professional learning environment where adults are engaged in growth throughout the trajectory of their time here. We provide robust funding and time for professional development, encouraging practitioners to seek constant improvement as educators, team members, and community leaders.

Position Summary:

The School Bus Driver is responsible for the safe, reliable, and professional transportation of Marin Country Day School (MCDS) students and staff. This position requires compliance with all California Department of Education (CDE), California Highway Patrol (CHP), and Department of Transportation (DOT)

regulations, as well as MCDS transportation policies. Drivers must demonstrate excellent judgment, strong safety awareness, professional communication, and a student-centered approach.

Primary Responsibilities Include:

- Safely operate a school bus along designated routes; pick up and discharge students in accordance with scheduled times.
- Stop traffic and escort students across streets as necessary to ensure safe loading and unloading.
- Observe and comply with all legal and defensive driving practices, as well as applicable traffic and student transportation laws, codes, and regulations.
- Maintain order and discipline on the bus and at bus stops, following school policies and procedures.
- Conduct and document required pre-trip and post-trip inspections, including interior, exterior, and engine checks.
- Report mechanical malfunctions, safety hazards, or other concerns promptly.
- Maintain the bus in a clean, safe operating condition; sweep, clean, and refuel as needed.
- Transport students, faculty, and parents on field trips and school events; load and unload luggage and equipment.
- Meet all scheduled departure and arrival times.
- Determine appropriate action in medical or other emergencies and administer first aid as needed.
- Utilize hands-free communication devices for bus-to-base and bus-to-bus communication in accordance with state law.
- Use SchoolPass prior to every afternoon route to verify student ridership and confirm accurate dismissal information.
- Maintain accurate records, including logs, timesheets, mileage reports, and other required documentation.
- Attend all required safety meetings, in-service trainings, and professional development programs.

- Represent MCDS professionally when interacting with students, families, faculty, and the public.
- Ongoing compliance with all state and federal certification, training, and safety standards.
- Perform other duties as assigned.

Minimum Requirements:

- At least 21 years old.
- Valid U.S. driver's license held for at least 3 years.
- Valid California Commercial Driver License (Class A or B) with:
 - Passenger (P) endorsement
 - School Bus (S) certificate
 - Air brake endorsement
- Valid California School Bus Driver Special Certificate issued by CHP.
- Valid DL-51 medical exam and ability to pass all required physicals.
- Valid First Aid Certification issued by an authorized agency.
- Ability to pass a pre-employment drug screening.
- Subject to DOT drug and alcohol testing.
 - DOT Regulation 49 CFR Part 40 does not authorize the use of Schedule I drugs, including marijuana, for any reason.

Preferred Requirements:

- Prior school bus driving experience.
- Familiarity with the MCDS community.
- Strong knowledge of Marin County and San Francisco roads and traffic patterns.

Physical Requirements:

- Ability to sit for extended periods and operate steering, braking, and additional vehicle controls.
- Ability to bend, stoop, and lift up to 40 lbs to assist children or handle equipment.
- Ability to support and participate in bus evacuation drills and emergency procedures.

Work Environment:

- Exposure to varying weather, traffic, and noise conditions.
- Early morning and afternoon split shifts; occasional evening or weekend assignments.
- Frequent interaction with students, parents, faculty, and community members.

Compensation and Benefits:

- The pay range for this position is \$38-\$45 per hour.
- We offer a compensation and benefits package that includes fully paid employee medical, dental, vision, life insurance for employees, employer contributions toward dependent coverage, a generous retirement plan match with retirement planning support, short-term/long-term disability insurance, a flexible spending account, employee assistance program and free lunch.
- Additional benefits include professional development opportunities, tuition discounts for employees' children attending MCDS, and up to four weeks of additional paid support (coordinated with state benefits) when welcoming a new child. Eligibility requirements apply.
- In deciding whether to apply for a position at Marin Country Day School, you are strongly encouraged to consider whether your values align with the School's.
- The School does not provide employment visa sponsorship. All employees must be authorized to work in the United States as a condition of employment.

To Apply: Please send a resume or application to employment@mcds.org.

Marin Country Day School is an Equal Opportunity Employer. We do not discriminate against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, or sex. We welcome applications from people of color and those with experience outside the education field.