

HOLY CROSS SCHOOL

CONGREGATION OF HOLY CROSS IN NEW ORLEANS SINCE 1849

BUS DRIVER (Part-time)

Job Announcement

Position Summary

The Bus Driver is responsible for safely transporting students to and from predetermined pick-up locations and campus. The Bus Driver is expected to provide transportation for field trips throughout the day as well as occasionally transporting athletic teams to and from athletic competitions.

This position requires excellent driving skills, the ability to manage student behavior, and a commitment to student safety. The Bus Driver plays a key role in creating a positive, safe, and supportive environment for students.

This position is a part-time, non-benefit eligible position.

The Bus Driver reports to the Bus Supervisor.

Work Schedule

Bus Drivers work on a part-time basis Monday through Friday and may require occasional evenings and weekends.

Qualifications

- High school diploma or equivalent required with minimum of 5 years' experience preferred.
- Must have Louisiana Class B commercial license or higher.
- Must have School Bus Endorsement
- Must have Passenger Endorsement
- Air Brake endorsement preferred.
- Must have a current CDL medical card.
- Must have excellent driving record.
- Must pass extensive background check.

Primary Duties & Responsibilities

- Safely drive school bus on assigned routes, ensuring the timely arrival of students to and from school, field trips, or extracurricular events.
- Follow all traffic laws and safety regulations, as well as school policies and procedures.

- Operate bus in a safe, courteous, and professional manner at all times.
- Perform pre-check inspection of bus before departures and post-check inspection of bus at conclusion of return, report issues or concerns to supervisor.
- Fill out inspection books and submit to Bus Supervisor.
- Keep the bus clean and tidy.
- Follow procedures for emergency situations.
- Maintain order and discipline on the bus by enforcing the school's behavior policies, report issues and incidents to supervisor.
- Ensure students board and exit the bus safely.
- Attend required meetings and training as necessary.
- Adhere to a daily schedule and adapt to changes in route or timing as necessary to meet school needs.
- Perform other duties as assigned.

Required Knowledge, Skills, and Abilities

- Strong knowledge of traffic laws and safety regulations.
- Excellent communication and interpersonal skills.
- Ability to maintain calm and handle stressful situations.
- Ability to perform basic vehicle inspections and identify minor maintenance issues.
- Strong focus on safety, responsibility, and professionalism.
- Ability to sit for long periods while driving.
- Ability to lift/move/push/pull up to 20 lbs.
- Ability to frequently ascend and descend steps
- Ability to respond quickly to emergencies and operate the vehicle in varied weather conditions.

To Apply

Interested and qualified candidates should submit a cover letter and resume to hr@hcnola.org

About Holy Cross School

Located in New Orleans, Louisiana, Holy Cross School, traces its history to 1849 and is the only Catholic, PreK – 12th grade, all boys' educational institution in Louisiana. Our development of boys to men centers on our overall educational philosophy in building the whole man: Mind and Heart, Body and Soul. Serving students in grades PreK – 12th grade, the Holy Cross School experience provides character and leadership development, unsurpassed facilities, exceptional arts, unequalled advanced placement opportunities, and a highly competitive athletics program.