



## Part-Time Driver, South Route - Job Description

**Reports to:** Chief Financial Officer (CFO)

**Status:** Part-Time, Non-Exempt, Non-Bargaining Unit Position

**Term:** One-Year **Temporary** Position, Renewable Annually

We are seeking a highly responsible and safety-focused Part-Time Driver to support student transportation operations across the School's campuses and programs. This position plays a critical role in ensuring the safe, efficient, and compliant transportation of students while also supporting broader transportation logistics, fleet oversight, safety preparedness, and operational coordination.

The ideal candidate is dependable, proactive, detail-oriented, and comfortable working in a dynamic school environment requiring flexibility, professionalism, and strong communication skills. This role combines daily student transportation responsibilities with transportation operations support, safety compliance, and emergency preparedness functions.

This is a temporary one-year operational position that may be renewed annually based on operational needs, enrollment, route demands, and School discretion. Equally important is a warm, welcoming demeanor toward students and families: the Driver serves as a daily point of contact for the school community and is expected to bring a customer-oriented mindset to every interaction, treating students with kindness and patience and representing the Lycée with professionalism and care. If you thrive in a collaborative setting and have a keen eye for detail, we encourage you to apply!

### DUTIES AND RESPONSIBILITIES

- Safely transport students between designated South Bay pickup locations and the Ortega Campus in San Francisco.
- Operate the School's daily South Route commuter service beginning with the first scheduled stop in Cupertino at approximately 6:30 AM and completing approximately five total pickup stops before arriving at the Ortega Campus at approximately 8:00 AM.
- Conduct the afternoon return route departing the Ortega Campus at approximately 4:10 PM.
- Supervise students during transportation activities and maintain a safe and orderly environment.
- Assist with student check-in, loading, unloading, and accountability procedures.
- Provide occasional substitute transportation coverage for other School transportation routes.
- Conduct and document required daily pre-trip and post-trip vehicle inspections.

- Coordinate fueling and promptly report maintenance or safety concerns.

## WORK SCHEDULE

This position is scheduled for approximately 180 workdays annually aligned with the School calendar. Drivers may return home or remain off-duty between morning and afternoon route assignments.

## QUALIFICATIONS

- Valid California Driver's License.
- Clean driving record and eligibility for participation in the California DMV Employer Pull Notice Program.
- Ability to pass all required background checks and fingerprinting requirements.

## COMPENSATION

Candidates can anticipate an hourly rate ranging from \$45 to \$62 per hour, depending on qualifications, certifications, experience, and operational expertise.

The salary offered to the successful candidate will depend on several factors, including but not limited to years of experience, transportation qualifications, certifications, and prior school transportation experience.

### **Application Process:**

To apply for this position, please submit your resume along with a cover letter via:

<https://www.lelycee.org/about/jobs>

For any inquiries, please contact [cv@lelycee.org](mailto:cv@lelycee.org)

The Lycée is an equal opportunity employer. All individuals have an equal opportunity for employment based on qualifications and merit, regardless of religion, race, sex, marital status, pregnancy, childbirth or related medical conditions, age, color, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, military service status, or any other factor prohibited by state or federal law. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, and other conditions of employment.

All qualified applicants are encouraged to apply. Employment contingent upon successful completion of background investigation. Direct candidates only. No phone calls, please.