



Part-Time Driver - Job Description

Reports to: Chief Financial Officer (CFO)

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

Term: One-Year Temporary Position, Renewable Annually

The Lycée Français de San Francisco seeks a highly responsible, safety-focused, and dependable Part-Time Driver to support daily student transportation operations between the School's San Francisco and Sausalito campuses. This position is responsible for safely transporting students on a scheduled intercampus shuttle route while maintaining compliance with all applicable transportation safety requirements and School operational expectations.

The ideal candidate is punctual, professional, detail-oriented, and comfortable working independently in a school environment requiring strong judgment, student supervision, and excellent safety awareness. 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. This role requires a commitment to maintaining a safe and orderly transportation environment while ensuring reliable daily transportation service for students.

DUTIES AND RESPONSIBILITIES

Student Transportation Operations

- Safely transport students between the Ortega Campus in San Francisco and the Sausalito Campus in accordance with all federal, state, and local transportation regulations.
- Operate the School's daily shuttle route departing from the Ortega Campus at approximately 7:40 AM, including designated stops at the Richmond District and Lombard Gate parking area before arriving at the Sausalito Campus.
- Conduct the afternoon return route departing Sausalito at approximately 5:00 PM in reverse order.
- Supervise students during transportation activities and maintain a safe, respectful, and orderly environment at all times.
- Assist with student check-in, loading, unloading, and accountability procedures.
- Maintain effective communication with School administration regarding delays, traffic concerns, incidents, or operational issues.

-

Vehicle Operations and Safety

- Conduct and document required daily pre-trip and post-trip vehicle inspections.
- Monitor vehicle cleanliness, fueling levels, and operational readiness.
- Coordinate fueling and promptly report maintenance, repair, or safety concerns to administration.
- Maintain transportation logs, inspection documentation, mileage records, and incident reports as required.
- Operate School vehicles safely in urban traffic, freeway, and bridge driving conditions.

Emergency Preparedness and Compliance

- Participate in transportation-related emergency preparedness and safety procedures.
- Support student evacuation and emergency response protocols when necessary.
- Maintain all required licenses, certifications, and compliance documentation throughout employment.
- Participate in any required drug and alcohol testing programs consistent with applicable law and School policy.
- Maintain a safe environment for students, families, faculty, and staff at all times.

Additional Responsibilities

- Collaborate professionally with students, families, faculty, staff, and vendors.
- Maintain confidentiality and professionalism in all aspects of the role.
- Perform other transportation-related duties as assigned by the CFO or designee.

WORK SCHEDULE

This position is scheduled for approximately one hundred eighty (180) workdays annually aligned with the School calendar.

Typical daily schedules may include either:

1. Approximately 7:40 AM–8:00 AM and 5:00 PM–5:40 PM when remaining at the Sausalito Campus during the day; or
2. Approximately 7:40 AM–8:30 AM and 4:30 PM–5:40 PM when returning the vehicle to the Ortega Campus between routes.

Schedules may vary occasionally based on School operational needs, traffic conditions, training requirements, or special transportation assignments.

This position is classified as non-exempt under California law and is eligible for overtime compensation in accordance with applicable wage and hour laws. All overtime must be approved in advance by the administration.

QUALIFICATIONS

Required

- Valid California Commercial Class C Driver's License with Passenger (P) endorsement.
- Clean driving record and eligibility for participation in the California DMV Employer Pull Notice Program.
- Ability to pass all required background checks, fingerprinting, and applicable drug and alcohol testing requirements.
- Strong understanding of student safety procedures and defensive driving practices.
- Ability to safely operate a 15-passenger shuttle vehicle in urban and freeway driving environments.
- Strong organizational, communication, and interpersonal skills.
- Ability to work independently with reliability and professionalism.

Preferred

- Prior experience transporting students or working in a school environment.
- Bilingual English/French preferred.

PERSONAL SKILLS

- Strong commitment to student safety and wellbeing.
- Professionalism, reliability, and punctuality.
- Excellent judgment and situational awareness.
- Ability to remain calm and respond effectively in emergencies.
- Strong interpersonal and customer service skills.
- Flexibility and adaptability in a dynamic school environment.
- Ability to interact with students, families, and colleagues with compassion, respect, and integrity.

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

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.