NANSEMOND-SUFFOLK ACADEMY

POSITION TITLE: **Bus Driver for Athletic Events**
DEPARTMENT: Auxiliary Services
REPORTS TO: Director of Transportation/Director of Security and Operations
FLSA: Part-time, Non-exempt
TERM: 10 Months

School Overview:
Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving grades Pre-Kindergarten – 12. Founded in 1966, the school has a current enrollment of approximately 900 students, 170 employees located on two campuses in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Virginia Association of Independent Schools.

Job Summary, Qualification and Responsibilities:
Nansemond-Suffolk Academy is seeking qualified applicants for the position of Bus Driver for Athletic Events. Position qualifications and responsibilities for this position are listed below.

Applicant must:
- Possess a valid Class B Commercial Driver's License with Class P & S Endorsement (in accordance with Section 46.2-339 of the Code of Virginia).
- Furnish 5-year driving history from Department of Motor Vehicles for review (in accordance with section 22.1-178-A.2 of the Code of Virginia). Please include with employment application documents.
- Possess at least 2 years school bus driving experience.
- Be at least 26 years of age at the time of application submission (in accordance with insurance provider provisions).

Applicant must be willing to:
- Provide fingerprints for national background check submission (in accordance with Section 19.2-392.02 of the Code of Virginia).
- Undergo yearly physical examination (in accordance with Section 22.1-178 of the Code of Virginia).
- Complete all required online training with Praesidium Academy, as requested.

Responsibilities will include but are not limited to:
- Ensuring timely and safe student pickup and delivery - to and from athletic events, or other identified events.
- Conducting route inspections to ensure:
    - Clean and safe vehicle condition - interior and windows;
    - Proper operating condition of vehicle and on-board equipment and proper fuel supply; and
    - Delivery of all students to and from designated event.
- Adjusting to variables in normal working conditions, including adverse weather, traffic and construction, passenger problems, accidents and trip changes.
- Diffusing difficult situations and maintaining order onboard vehicle.
- Documenting necessary information daily including odometer readings, ridership, etc.

- Accurately collecting and reconciling fuel receipts.
- Employing all techniques of defensive driving to minimize the risk of preventable and non-preventable accidents and/or passenger injuries.
- Protecting students and securing vehicle in the event of accident or injury and communicating effectively with the Director of Transportation and school administrators.
- Abiding by all rules and regulations as stated in the NSA Bus Driver Handbook in regards to Driver responsibilities.

Qualified applicants are requested to submit the required bus driver employment application documents to Angie Thompson, director of finance and accounting,, at athompson@nsacademy.org. Pay range: $18-$25/hour.

At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion and empowered to make a difference in the world.