



Part-Time Shuttle/Van Driver

Job Description

Position Summary

Dependable, safety-conscious, and Christ-centered Part-Time Van/Shuttle Driver to safely transport students to and from school, athletic events, field trips, and other school-related activities. This individual will represent the school with professionalism while providing a safe and caring environment for our students.

Essential Duties and Responsibilities

- Safely operate a school van or shuttle in accordance with all federal, state, and local laws and school policies.
- Transport students to and from designated locations while maintaining a safe, orderly, and positive environment.
- Conduct pre-trip and post-trip vehicle inspections and promptly report any maintenance or safety concerns.
- Ensure students are safely loaded, secured, and unloaded at each destination.
- Maintain accurate driving logs and vehicle records as required.
- Keep the vehicle clean, fueled, and ready for scheduled routes.
- Communicate effectively with school administration regarding schedules, delays, or emergencies.
- Attend required safety meetings and training sessions.
- Model Christian values and maintain a positive, professional attitude with students, parents, and staff.
- Perform other duties as assigned.

Qualifications

- Valid California driver's license with a clean driving record.
- Ability to meet all requirements for operating a school passenger vehicle under California law.
- Current First Aid/CPR certification (or willingness to obtain).
- Ability to pass required background checks, fingerprinting, and drug/alcohol testing if applicable.
- Excellent communication and interpersonal skills.
- Dependable, punctual, and committed to student safety.
- Agreement with the school's Statement of Faith and commitment to supporting the mission of Christian education.

Work Schedule

Part-time position with varying hours based on school transportation needs. Morning and afternoon routes, athletic events, field trips, and occasional evenings or weekends may be required. **Starting pay: \$20.00 - \$30.00 per hour** *Pay based on experience and qualifications*