



School Bus Driver

Reports to: Director of Facilities and Transportation

SCHOOL DESCRIPTION

Since its founding in 1977, Marin Horizon has been providing a challenging and robust academic program combined with character-enhancing life skills. Marin Horizon is a place of creative, active learning built around our commitment to developing each student's confident voice. Marin Horizon serves about 300 students from toddler through grade eight and is located in Mill Valley, CA.

POSITION DESCRIPTION

As a Bus Driver at Marin Horizon School, you will play a vital role in the community and the lives of students. You will start students' days with morning pickup before school and transport them safely back home in the afternoon. Frequently, additional hours for field trips and special event transportation are available and may be required.

PRIMARY RESPONSIBILITIES

Scheduling and Transportation

- Communicates regularly with the Transportation Director regarding daily routes.
- Drives a school bus over a designated route according to an established time schedule; transports students from morning and afternoon stops, educational trips, school events and to extra-curricular activities
- Assists children with disabilities in and out of the vehicle; physically maneuvers wheelchair students up and down ramp or automatic lift; positions students in their car/infant seats and ensures everyone is buckled before leaving each stop; fastens harnesses and belts; secures students to Scheel chairs/car seats and wheelchairs/car seats to bus when necessary
- Maintains discipline on the bus and reports all disciplinary issues to the Transportation Director

Bus, Equipment and Records Maintenance

- Ensures that the bus can be operated safely before driving and conducts pre-trip safety inspections as required by federal and state laws to include observing visual defects and checking operating systems to include brakes, horn, lights, emergency flashers, extended stop arms, and door-opening devices.



- At the conclusion of the day's route, prepares the bus for the following day including checking fluid and fuel levels and replacing as needed, cleaning inside and outside of the bus, reporting need for maintenance and repair work and securing and locking the bus
- Prepares work orders for repairs; takes the bus to designated shop for major maintenance and repairs; inventories specialized equipment and performs minor repairs as needed on vests, car/infant seats, etc.
- Prepares reports and maintains records including route books, check-out and mileage sheets, student/family information and records
- Maintains DMV records, insurance, registration, CHP inspections, and 45 -day inspections
- Washes bus when necessary with prior approval from Transportation Director
- Schedules and completes training when needed and maintains T01 card
- Helps with daily school traffic requirements when needed with prior approval from Transportation Director
- Refers all parent issues/concerns to the Transportation Director
- Other duties requested by the Transportation Director

QUALIFICATIONS

If you do not have all of these qualifications, please consider applying regardless, as training opportunities can be made available.

- Class A or B Commercial Driver's License (CDL) with Passenger (P) and School Bus (S) endorsements, an Air Brakes qualification (removing the L restriction), a California Special Driver Certificate from the California Highway Patrol (CHP), and a First Aid/CPR certification. Also able to and willing to be subjected to DOT Drug Testing regulations.
- Customer service mindset. Previous experience as a teacher, CDL driver, social worker, classroom assistant, hospitality worker, or customer service or retail associate is a plus.

Compensation and Benefits

This is an hourly, non-exempt position. The hourly compensation rate will be \$30/hr - \$40/hr, commensurate with experience. This is a fully benefitted position, and Marin Horizon School offers a comprehensive benefits package, including health insurance, retirement plan, paid time off, and professional development opportunities.

How to Apply

Resumes and cover letters should be sent to jobs@marinhorizon.org. Please put the name of the position for which you are applying in the subject line of the email.

EQUITY STATEMENT

Marin Horizon School is committed to building and maintaining a community that is inclusive, equitable, and welcoming to all. We believe that diversity—in background, identity, perspective, and experience—strengthens our school and enriches the educational environment. We welcome and encourage candidates of all races, ethnicities, genders, sexual orientations, ages, abilities, religious affiliations, socioeconomic backgrounds, and identities to apply. Marin Horizon does not discriminate on the basis of any protected characteristic and is committed to fair and equitable hiring practices.

