School Bus Driver

Cathedral High School in Indianapolis, an independent Catholic college preparatory high school in the Holy Cross Tradition, is seeking a part-time Bus Driver at various academic levels.

The chosen candidate will be hired to begin employment at Cathedral during the 2026-2027 school year. If interested, please go to Cathedral's Career page at **www.gocathedral.com** and complete the online application.

Job Summary:

Rooted in Cathedral's Holy Cross tradition, our bus drivers serve as important members of Cathedral's school community by providing safe, reliable, and professional transportation for students. This position is responsible for operating school transportation vehicles while following all applicable safety regulations, transportation procedures, and school policies.

The Route Bus Driver transports students to and from school, athletic events, field trips, extracurricular activities, and various school-related events while representing Cathedral High School with professionalism, care, and respect. The ideal candidate demonstrates sound judgment, dependability, strong driving skills, and a commitment to supporting the mission of Cathedral High School through responsible service to students and families.

Qualifications:

- Valid Indiana driver's license and appropriate credentials required to operate a school bus.
- Valid Commercial Driver's License (CDL) with required school bus and passenger endorsements, as applicable.
- Certificate of Enrollment (valid for one year and maintained in the driver's possession).
- Current Yellow or Blue Card certification, as applicable.
- DOT Class certification.
- Knowledge of Indiana school transportation regulations and procedures.
- Successful completion of required initial drug testing and physical examination requirements.
- Clean driving record with no major violations or accidents within the previous three years.
- Previous experience operating a school bus, commercial vehicle, or similar transportation equipment.
- Completion of the state-sponsored three-day school bus safety meeting, or able to obtain.
- Ability to read and interpret safety rules, operating instructions, policies, and procedure manuals.
- Ability to safely operate all assigned bus equipment and transportation-related technology.
- The ability to work flexible hours, including early mornings, afternoons, and some weekends.
- CPR/First Aid certifications are preferred but not mandatory.
- Must have basic computer/mobile skills (email, Time & Attendance system)

Knowledge, Skills and Abilities:

- Strong commitment to student safety and responsible transportation practices.
- Ability to make sound decisions in changing traffic, weather, and student situations.
- Strong attention to detail, situational awareness, and problem-solving skills.
- Ability to remain calm and professional while addressing unexpected situations.
- Effective communication skills and the ability to interact professionally with students, families, faculty, and administrators.

Essential Duties and Responsibilities:

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive.

- Operate a school bus safely and efficiently, while following all applicable traffic laws, safety regulations, and school transportation procedures.
- Drive assigned routes and transport students to and from designated locations in a safe and efficient manner, making sure that all students arrive on time to Cathedral High School.
- Provide transportation support for athletic events, field trips, and other school-sponsored events activities as assigned.
- Conduct required pre-trip and post-trip vehicle inspections and report any maintenance or safety concerns promptly.
- Maintain required vehicle documentation, including daily logs, inspection records, and transportation reports.
- Maintain a clean and orderly bus interior and monitor vehicle supplies, including fuel levels.
- Assist students with safe boarding and exiting procedures and maintain appropriate student conduct while on bus.
- Communicate route concerns, delays, incidents, or emergencies promptly to the fleet manager and director of transportation.

- Attend required training sessions, safety meetings, and professional development activities.
- Maintain regular communication with school administrators and transportation personnel by reading and responding to work-related emails, phone calls, and other communications in a timely manner.
- Attend required staff meetings, transportation meetings, safety training, and other work-related meetings as assigned.
- Maintain knowledge of and comply with all applicable school transportation laws, policies, and procedures.

The demands Skills & Demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Cognitive, Sensory, Physical, and Reasoning Abilities:

This position requires the physical and cognitive ability to safely operate a school bus. Remaining alert and attentive for extended periods of time. With strong attention, concentration, and situational awareness required to safely operate and respond appropriately to changing traffic, weather, road, and student conditions.

Exercising sound judgment, making timely decisions, and remaining calm in routine and emergency situations. In this position you must have sufficient vision and hearing, to safely monitor road conditions, distinguish traffic signals, pedestrians, students, mirrors, vehicle gauges, and other potential hazards. Must be able to hear traffic sounds, emergency vehicles, warning signals, student activity, and verbal communication.

Ability to safely operate all vehicle controls using hands, arms, feet, and legs, including steering, braking, accelerating, shifting, and activating safety equipment. Ability to read and interpret route information, safety regulations, operating instructions, and required documentation, communicate clearly with students and school personnel, sit for extended periods while driving, climb bus steps, bend, reach, stoop, and occasionally lift or move items weighing up to 50 pounds.

Strong problem-solving and critical-thinking skills are essential for this position. The driver must assess situations calmly, adapt to route changes, and handle unexpected events such as breakdowns or behavioral issues. Spatial reasoning and attention to detail are also key when maneuvering the bus, parking, or operating in tight spaces. Clear communication and the ability to follow multi-step procedures ensure the safe and efficient operation of the vehicle.

Work Environment:

Primarily works during early morning and afternoon hours and may be exposed to varying weather conditions, traffic conditions, and various noise levels from both students and traffic. The driver must be comfortable working independently for long stretches while maintaining communication with dispatch and school personnel. Patience, professionalism, and the ability to manage student behavior in a confined space are critical for success in this role. Basic vehicle maintenance knowledge, strong time-management, and reliable attendance are also important for ensuring safe and timely transportation of students.

Character Qualities Necessary to be Successful in this Position:

•Kind	•Joyful	•Collaborative	•Zealous
•Engaged	•Diligent	•Thorough	•Organized