



Transportation Driver / After-School Supervision

Job Title: Transportation Driver / After-School Supervision

Reports To: Campus Safety Officer / Driving and Attendance Manager

Status: Part-Time | Non-Exempt (10-Month Position)

Schedule: Monday – Friday, 2:30 PM – 5:30/6:00 PM

(Flexible scheduling available based on applicant availability)

Hourly Rate: \$20.00 / hour

Benefits: This position is not eligible for benefits.

Position Overview

The Transportation Driver / After-School Supervision staff member is responsible for safely transporting students to and from the tri-school campus and the train station daily, as well as providing supervision on campus after school. This position ensures student safety both inside school vehicles and during after-school hours on campus grounds.

Major Responsibilities

Transportation & Student Safety

- Drive students to and from the Tri-School campus along designated routes in accordance with fixed time schedules.
- Maintain order and enforce safety policies among student passengers inside school vehicles.
- Follow all Notre Dame Belmont (NDB) policies regarding student discipline and safety.

Campus Security & After-School Supervision

- Ensure all students interested in after-school supervision report to the dining room by 3:00 PM.
- Supervise students in the dining room and ensure proper adult presence at all times.
- Patrol campus exterior and interior facilities to ensure all exterior doors and windows are closed and securely locked before departing.
- Ensure all students are picked up by 6:00 PM (no exceptions). Remain on campus until every student has been picked up.
- *Note: Campus security duties are not required during finals week.*

Requirements & Qualifications

- **Licensing:** Valid California Driver's License with a clean driving record.
- **Clearances:** Must successfully pass a Live Scan background check and Tuberculosis (TB) test.
- **Knowledge:**
 - California Motor Vehicle Code and Education Code provisions applicable to student transportation vehicles.
 - Safe driving practices and procedures.
 - Basic first aid practices, techniques, and safety protocols.
- **Skills & Abilities:**
 - Proven ability to drive a school vehicle safely, efficiently, and with extreme caution.



- Strong classroom/group management skills when working with youth.
 - Ability to read, write, and carry out oral and written instructions independently.
 - Ability to exercise sound judgment in dynamic environments.
 - Ability to meet the physical requirements needed to perform duties safely and effectively.
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- Experience: Prior experience working with youth is preferred.

How to Apply

Interested candidates should apply by submitting a resume, cover letter, and 1 to 2 letters of recommendation directly through EdJoin.

[EdJoin](#)