Position Title: Bus Driver
Date Modified: July 2019
FLSA Classification: Full Time Non-exempt
Reports To: Transportation Director
Position Purpose: Schedules, performs driving duties for the school in accordance with the laws and regulations of the state and the policies and procedures of the school. Areas of responsibility and work methods are defined and reviewed by a supervisor through completion on a regular basis.

Essential Functions- May include, but are not limited to the following:

- Maintain regular and punctual attendance.
- Must be available to work a flexible schedule including evenings, weekends, and holidays.
- Maintain a professional and effective working relationship with both internal and external individuals during the course of work while maintaining confidentiality.
- Drive a school bus over designated routes in accordance with specified time schedules and in accordance with the regulations and laws related to student transportation; transport students and teachers on athletic and educational field trips.
- Maintain the school bus in a safe operating condition through prescribed daily vehicle inspections; report mechanical defects and malfunctions to the Transportation Director.
- Maintain the school bus in clean condition, including floors, seats, interior windows, and dash area. Empty trash receptacle when needed especially if food debris is present.
- Maintain student order and discipline on school bus; report students for behavior infractions; communicate behavior issues as required by school policy including requirement of student wearing seatbelts.
- Maintain current knowledge of emergency evacuation procedures and techniques.
- Report incidents which affect the safety of students and the operation of the school bus to the Transportation Director.
- Comply with all St. Andrew’s Episcopal School policies, procedures and handbooks.
- Secure vehicles including closing all windows after every use.
- Responds to emergency situations in order to confine, resolve or prevent injuries or otherwise hazardous conditions.
- Reports any safety, sanitary or potential fire hazards to Management.
- Perform any other duties as required by the Transportation Director, the Chief Operating Officer and/or the Head of School.
Qualifications
- Previously related experience preferred.
- Ability to safely use and operate standard equipment/materials.
- Valid state CDL license, Class B with air break, passenger & school endorsement.
- Ability to apply common sense understanding and to carry out instructions furnished in written or oral form. Ability to ascertain which people may need immediate assistance and to act accordingly.
- Ability to communicate effectively with all constituents in a school environment.
- Knowledge of O.S.H.A. requirements and the ability to routinely follow those guidelines and requirements.

Physical Requirements and Work Environment
- Tasks require ability to lift weights up to 35 pounds. The occasional need to lift heavier objects, require more than 1 person to lift.
- Must perform strenuous work requiring bending, climbing, balancing, stooping, kneeling, crouching, crawling, climbing ladders, carrying, pushing, and pulling objects.
- Tasks are regularly performed with potential exposure to adverse environmental conditions, such as strong odors, fumes, dusts, wetness, humidity, machinery, vibrations, temperature and noise extremes, disease, pathogenic substances and toxic/poisonous agents.

St. Andrew’s is a co-educational Episcopal K-12 day school, enrolling approximately 950 students on two campuses in Austin, Texas. The school strives to help young people from diverse racial, religious, ethnic, and socioeconomic backgrounds to achieve their potential not only in intellectual understanding but also in aesthetic sensitivity, physical well-being, and moral decisiveness so that they may lead productive, responsible lives, not only for themselves but also for their community. For more information about St. Andrew’s School in Austin, please access our web site: www.sasaustin.org.

Please submit your resume to Michelle Roe, Director of Finance & Human Resources, at hr@sasaustin.org.

St. Andrew's is committed to providing equal opportunity in all personnel actions and in the administration of all policies and programs.

St. Andrew's employs individuals without regard to race, color, nationality, ethnicity, religion, disability, sex, gender identity or sexual orientation as protected by federal, state, or local law.