

**NEW BEGINNINGS HIGH SCHOOL
POSITION DESCRIPTION**

Title: Bus Driver

Reports to: Campus Director / Pilot Director

Position type: 12 month (Non-Exempt)

Company Overview

New Beginnings High School (NBHS) is an innovative organization, transforming education through academic and social support services. Our Mission is to create the best educational environment for students who are seeking a new beginning.

Position Summary

The Bus Driver contributes to the Mission and Vision by ensuring customers get to and from school in a safe and timely manner and support with school operations.

Key Responsibilities

- Support NBHS by attending community service and outreach activities.
- Monitor adherence to school policies and procedures before, during and after school.
- Provide excellent customer service.
- Assist with recruitment, marketing, and retention of students.
- Attend school related functions and meetings.
- Complete reports (as requested).
- Transport clients too and from school and drop off locations.
- Conduct daily pre/post checklists of buses and inspections.
- Ensure that assigned buses are clean, sanitized, and safe.
- Monitor operating conditions of buses.
- Communicate with parents/guardians about behaviors on and off the bus.
- Set-up school facilities upon request.
- Support school Mission by assisting with home visits.
- Clean and maintain all food service equipment and assist with the food service program.
- Conduct daily safety pre-screening of NBHS bus riders.
- Assist in ensuring that all visitors, students and staff are following NBHS safety guidelines.
- Restock campus cleaning supplies.
- Stay abreast of education related to bus maintenance.
- Assist other campuses (as needed).
- Conduct annual review and propose appropriate updates to the *Bus Driver Reference & Procedures Manual*.
- Perform other duties as assigned.

Minimum Qualifications

- High School diploma or equivalent
- Must possess a valid Florida Commercial Driver's License (CDL)
- Must have P and S Endorsements

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- Must have up to date Medical Card
- A minimum of 1 year of prior experience driving a school bus (preferred)
- Knowledge of general bus maintenance
- Valid Florida driver's license, reliable transportation and valid automobile insurance
- Knowledge of basic software applications (e.g., Microsoft Word, Google Pages) (preferred)
- Background check and fingerprinting clearance

Key Competencies

Able to effectively communicate in writing and verbally. Ability to coordinate work tasks to establish priorities, set goals and meet deadlines. Ability to maintain the safety, security and aesthetics of the buses. Able to exhibit tact and patience. Ability to perform duties accurately and efficiently. Ability to work both independently and as a team member with other individuals and organizations. Ability to set high expectations, contributing positively to NBHS culture. Desire to serve students in an above and beyond mentality.

Physical Environment

Requires working indoors and outdoors. Requires sitting, standing, walking, bending, stooping, and climbing. Generally the job requires 40% sitting, 20% walking and 40% standing. Driving a school bus, stooping, and climbing. The ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds. This position may serve multiple campuses and require travel.

The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

The New Beginnings High School, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.