



# Notre Dame Academy

## *Bus Driver*

*Notre Dame Academy is a Marist Catholic and International Baccalaureate World School serving students in grade pre-k through high school and located in Duluth, Georgia.*

*The role of the Bus Driver is to provide a means of transportation to students and staff to various off campus activities including but not limited to field trips, sporting events, academic events and other extra-curricular activities. Reports to Director of Operations. This is a hourly/ part-time position.*

### **Responsibilities include, but are not limited to:**

- Provides transportation to students and staff
- Maintains a safe environment within the bus by enforcing rules of conduct and responding to emergencies
- Enforces normal school rules and state regulations while transporting groups
- Stays with group on all trips
- Performs pre and post safety and maintenance checks
- Advises supervisor of any maintenance or repair needs

### **Qualifications:**

- Minimum age 21
- Valid Georgia CDL (Commercial Drivers License) Class B with P (Passenger) and S (School Bus) endorsements
- Minimum two years driving experience
- Meet the physical and mental standards necessary to perform the duties, tasks and responsibilities of a school bus driver as described in this job description (Verification by a physician's examination is required, per DOT guidelines)

-Sufficient command of the English language to communicate with students, parents, school staff members and other concerned people regarding all aspects of their job related activities

-Ability to legibly complete forms and documents

-Sufficient strength and agility to assist ill or physically impaired student to enter or exit a school bus through the passenger service door

-Sufficient strength and ability to move about in an overturned bus as required providing assistance to students in evacuating the bus

-Sufficient hearing capability to detect and distinguish traffic sounds occurring from any direction outside the bus, such as horns, whistles, sirens, trains, bells, etc., from a distance which will allow adequate time and defensive or evasive action to avoid a hazardous situation

**Job Posting Contact Name and Title:** Debi Doverspike, Human Resources Manger

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