



JOB DESCRIPTION

School Name: St. Patrick-St. Vincent Catholic High School	POSITION: Bus/Van Driver
CATEGORY: (Non-Exempt) Hourly Position	SUPERVISOR: Director of Transportation

Job Summary

Under general supervision operates with patience and skill a school transportation vehicle to transport students to and from school over prescribed routes and to make special trips authorized by the school.

Duties and Responsibilities

- Safely operate a passenger van to transport high school students from school.
- Take daily attendance on our shared attendance sheet
- Maintain a clean and well-maintained vehicle
- Ensure the safety and well-being of all passengers during transit.
- Communicate effectively with students, parents, and school staff.
- Maintain accurate records of mileage and maintenance activities.
- Report on any vehicle maintenance issues of safety concerns.
- Follow established routes and schedules.
- Assist students with boarding and exiting the van as needed.
- Uphold a professional and courteous demeanor at all times.
- Assists and recommends to Director of Transportation in the areas of planning, scheduling and services offered as requested.
- Performs other related duties as assigned.
- Reports to Director of Transportation.



MINIMUM QUALIFICATIONS:

- Valid driver's license with a clean driving record.
- Prior experience driving passenger vans or similar vehicles preferred.
- Ability to interact effectively with high school students and parents if necessary
- Flexibility to work afternoon shift as needed
- Pass a background check and drug screening.
- Complete all Diocese employee and driving courses

WORKING CONDITIONS:

- Shift bases schedule; mornings and/or afternoons.
- Exposure to varying weather conditions while driving.
- Interaction with high school students.
- Physical requirements include sitting for extended periods and occasional lifting of up to 20 pounds

Experience:

- At least 3 to 5 consecutive years as a bus and/or van driver, preferably for a school

Education and Certifications:

- High School Diploma required
- Class B license a plus



Application Requirements:

1. Diocese of Sacramento Pre-Application Statement and Applicant Questionnaire
2. Current resume
3. A compelling letter of interest
4. Three references, at least one of which must be directly involved in your current organization.

Application materials may be emailed to:

Lydia McLeod, Chief Finance and Administrative Officer, l.mcleod@spsv.org

or sent to:

St. Patrick-St. Vincent Catholic High School

Attn: Lydia McLeod

1500 Benicia Road

Vallejo, CA 94591

Deadline for applications: Until Filled

Position begins: July 1, 2024

Notice of Non-Discrimination

It is the policy of St. Patrick – St. Vincent High School to comply with applicable state and federal laws prohibiting the discrimination of employment based on race, age, color, national origin, disability, or other protected classification.