

PURPOSE: The school Shuttle Driver supports the Transportation department by driving students regularly to and from school on designated shuttle routes and for field trips/school events as needed.

HOURS: Monday-Friday, part time, 7-8:30am, 3:15-5:30pm and on call as needed.

COMPENSATION: \$22/hr (2023-24 rate)

ACCOUNTABILITY: This non-exempt position reports to the School Administrators.

LOCATION: Alameda, CA

ESSENTIAL FUNCTIONS:

- Safely drive/operates a school transportation vehicle over a designated route.
- Maintains a helpful and friendly manner to assist children on and off the vehicle.
- Adheres to a transportation schedule to deliver children to school and home again.
- Supports school field trips for mid-day driving as needed.
- Ensure the accuracy of student roster for pick up and drop off.
- Obey all traffic laws.
- Perform inspections of the vehicle before and after each route.
- Ensure student riders use the appropriate car seat/boosters as appropriate
- Keep school vehicles clean for daily transportation of students
- Ensure vehicle logs are regularly updated and inform Transportation Director or School Administration of repair/maintenance needs.
- Ensure the safety of all students.
- Maintain a safe and orderly shuttle environment.
- Assist students with getting on and off the bus when required.
- Attend regular transportation and safety meetings.

QUALIFICATIONS:

- High school diploma or GED preferred
- Must be at least 25 years of age
- Must have valid Class C California driver's license
- Must have a minimum of 5 years of vehicle driving experience
- Must have a good driving record (no more than one traffic citations in the last 5 years on the DMV Driver's Report) - driver report requested annually at start of School year (estimate August).
- Ability to lift 25 lbs or more
- Ability to carry out assigned routes on time
- If using personal vehicle, must have evidence of minimum required vehicle/property insurance coverage
- Good written and verbal communication skills
- 2+ years' working with K-12th students preferred
- Able and willing to work flexible hours as required by school events & functions.
- Evangelical Christian commitment and lifestyle consistent with our Articles of Faith

To apply, find our Employment Application on our website,
<https://www.coastlinechristian.org/employment>
or contact Human Resources at HROffice@bacbc.org