School Bus Driver

Saint Joseph Notre Dame High School is a co-educational, Catholic parish high school located in the heart of residential Alameda, just minutes from downtown Oakland. SJND offers academic excellence and moral development to its diverse and talented 422 students. The 65 staff members are dedicated to the development of confident, open-minded, generous leaders who are ready to live joyful lives of faith, scholarship and service. The school educates future leaders in a supportive and challenging environment.

We are looking for an experienced School Bus Driver who is responsible for driving the school’s bus, ensuring proper vehicle maintenance, observing safety and traffic rules, and maintaining order among students while they are on the bus. This person will work directly with the Facilities Coordinator and is part of the Facilities Team that reports to the Facilities Manager.

Requirements and submit supporting documentation for:
- a clean DMV driving record
- a valid and current Commercial Class B driver’s license
- a valid and current S Endorsement for driving passengers (students)
- a valid and current Air Brake certification
- a DOT Medical Report
- a certified First Aid Card
- fingerprinting
- be subject to Random Drug Testing

Responsibilities:
- working 25-40 hours per week
- conducting a pre-trip inspection of the bus
- driving students to and from SJND to a local BART station(s)
- driving additionally for various school field trips or athletics events
- continue re-certification to drive the bus
- regularly checking vehicle safety such as tires, brakes, turn signals and mechanical equipment, etc.
- maintaining a clean vehicle
○ refueling the bus
○ taking the bus in for scheduled 45 day Preventative Maintenance
○ driving the SJND vans when needed
○ be available for other duties as needed

Experience, Qualifications and Skills
○ Previous experience as a bus driver
○ Experience working with children preferred
○ possess a positive and professional attitude
○ be willing to work a flexible schedule
○ understand the importance of our student passengers
○ ensure safe operation of the vehicle and follow all driving laws
○ take recertification courses to maintain license and operate the bus

To Apply:
Submit the following materials confidentially as separate PDF attachments in one email to the SJND Hiring Committee at hiring@sjnd.org with the subject line School Bus Driver
○ Cover letter that expresses your interest and fit for working at Saint Joseph Notre Dame;
○ Current resume that includes dates for all degrees, certifications, and experience