Title: Bus Driver (Full Time)  

Reports to: Director of Customer Service

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. We embrace a customer service philosophy with our students, who attend NBHS by choice.

Position Summary:
The Bus Driver at New Beginnings High School contributes to the mission and vision by ensuring customers get to and from school in a safe and timely manner. Attendance is necessary for customers to reach their goals.

Key Responsibilities:
- Support NBHS by attending community service and outreach activities throughout the year
- Transport customers to and from school and central drop off locations
- Monitor customer adherence to school policies and procedures before, during and after school
- Provide excellent customer service to internal and external customers
- Conduct daily pre and post checklists of buses
- Maintain bus cleanliness, order and safety
- Monitor operating conditions of buses
- Communicate with customer parents/guardians about customer behavior on and off bus.
- Help with recruitment, marketing, building community relationships, and retention by visiting the physical communities our customers come from - special attention to transportation support
- Attend parent night meetings and school related functions to build relationships with customers and their parents
- Set-up school facilities as requested (Lift items up to 50 – 60 lbs)
- Make home visits to customers to understand transportation circumstances and solve problems
- Clean and maintain all food service equipment and assist with lunch program
- Participate in school meetings to gain understanding of school programs and service
- Perform other duties as assigned
- Educated on bus maintenance needs

Minimum Qualifications
Requirements
- High School diploma or equivalent
- Must possess a valid Florida Commercial Driver's License (CDL)
- Ability to drive a school bus
- Knowledge of general bus maintenance
- Knowledge of basic documentation procedures to complete reports
- Background check and fingerprinting clearance
- Valid Florida driver's license, reliable transportation, and valid automobile insurance
- P and S endorsements

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Key Competencies

- Adapt to changing work priorities
- Exhibit tact and patience
- Perform duties accurately and efficiently
- Work both independently and as a team member with other individuals and organizations
- Set high expectations, contributing positively to NBHS culture

The Bus Driver must demonstrate commitment to the mission and vision of New Beginnings High School in the transportation of students through:

- Adherence to and enforcement of school policies and administrative regulations
- Excellent performance resulting in quality outcomes and internal and external customer satisfaction
- Continuous personal and professional development
- Positive interpersonal relationships with colleagues and customers
- Continuously improve performance through acceptance of evaluation objectives
- Exhibiting the mental/physical ability and stamina to meet essential duties of the position

Working Conditions

Environment
Requires working indoors and outdoors. Requires sitting, standing, walking, bending, stooping, and climbing.

Physical Requirements
Generally the job requires 40% sitting, 20% walking and 40% standing. Driving a school bus, sitting, standing, walking, stooping and climbing. The ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds.

*Incumbents may be required to perform any combination of the tasks detailed in this document. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the major job elements.*

*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.*

Employee Name (print)__________________________
Employee Signature ______________________________
Date _____________________

Principal (print)_________________________________
Principal Signature _________________________________
Date _____________________

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