

NEW BEGINNINGS HIGH SCHOOL POSITION DESCRIPTION

Title: Bus Driver

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. New Beginnings High Schools offer both virtual and brick and mortar options for students.

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 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
- Conduct daily pre-screen for NBHS bus customers (i.e. temperature checks, hand sanitizer, etc)
- Participate in school meetings to gain understanding of school programs and service
- Assist with breakfast and lunches for customers
- Responsible for cleaning and sanitizing all NBHS buses
- Assist with sanitizing all campus common areas, and cleaning restrooms
- Reinforce social distancing by all customers, NBHS staff, and visitors
- Ensure that all visitors are following CDC and NBHS guidelines of wearing a facial covering
- Restock campus cleaning materials
- Perform other duties as assigned

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- Educated on bus maintenance needs
- Supports all NBHS staff and customers in both face to face and virtual settings

Minimum Qualifications

Requirements

- High School diploma or equivalent
- Must possess a valid Florida Commercial Driver's License (CDL)
- Must have P and S endorsements
- Must have up to date Medical Card
- 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

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

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

Working Conditions

Environment

Requires working indoors and outdoors. Requires sitting, standing, walking, bending, stooping, and climbing. This is a 12 month non exempt position that may require travel.

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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.

Health and Safety

Personal Protective Equipment (face masks, face shields, gloves, etc.) will be required for all New Beginnings High School staff to reduce the risk of transmission of any virus such as COVID-19 and better ensure the health, safety, and well-being of all students, staff, and faculty.

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 _____

Direct Supervisor / Principal (print) _____

Direct Supervisor / Principal Signature _____

Date _____