

BUS DRIVER



Our Lady of the Lake Catholic School-Downtown Campus is seeking a reliable, safety-focused, and student-centered **School Bus Driver** to join our transportation team. School Bus Drivers play a vital role in ensuring students arrive safely and on time to and from school, while providing a positive and welcoming environment each day. This position is essential to supporting student attendance, safety, and overall school success. This position guarantees a minimum of 27 hours per week.

Our Lady of the Lake Catholic School is a PK-12 Catholic school in St. Joseph, Michigan. Under the guidance of the Holy Spirit, rooted in Sacred Scripture and centered on the Eucharist, Our Lady of the Lake Catholic School embraces the values of Education, Faith and Citizenship

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Safely transport students to and from school, field trips, and school-sponsored events in accordance with district policies and Michigan traffic laws.
- Conduct required pre-trip and post-trip vehicle inspections.
- Maintain orderly student conduct on the bus and report concerns to appropriate school personnel.
- Follow established routes and schedules while adapting to traffic and weather conditions as needed.
- Maintain accurate transportation records, including mileage, inspections, and incident reports. Communicate professionally and respectfully with students, families, school staff, and supervisors. Participate in required safety meetings, professional development, and training sessions.
- Other duties as assigned.

QUALIFICATIONS/REQUIREMENTS

- Valid Michigan Commercial Driver's License (CDL) with Passenger (P) and School Bus (S) endorsements (or ability/willingness to obtain).
- Satisfactory driving record and criminal background check in accordance with Michigan Department of Education and district requirements.
- Ability to pass required physical examination and drug/alcohol testing.
- Strong communication and interpersonal skills.
- Ability to work effectively with students of all ages and abilities.

PHYSICAL REQUIREMENTS

- Ability to sit for extended periods.
- Ability to assist students on and off the bus as needed.
- Ability to perform emergency evacuation procedures when required.

CONTRACT, BENEFITS, COMPENSATION

Contract begins August 15. Compensation will be commensurate with experience.

Interested candidates please submit an application, letter of interest, resume and

references, to:

Tom Strzyzkowski, Transportation Director
Tstrzyzkowski@ollakers.org

The Catholic Diocese of Kalamazoo spans 9 counties in southwest Michigan and has 21 Catholic schools educating students in Preschool – Grade 12 in mind, body and spirit. Our schools serve both the faith community and society by educating children to contribute to the common good by becoming active and caring members of the communities, cities, and nation in which they live. Each of our 21 schools is dynamic and distinctive in their own way. They vary in size and are located in both urban and rural areas, but all share the same goal: to prepare students to live lives devoted to Christ through distinctive and dynamic academic experiences and service opportunities.

