

School Bus Driver
\$31-\$36/hr. DOE
10 month contract

School Bus Driver Job Summary:

Bishop O'Dowd High School is hiring well-qualified School Bus Drivers to join our campus community. Bishop O'Dowd is a Catholic, co-educational, college preparatory school where students are polite and respectful to adult members of our community. We are Seeking Full Time School Bus Drivers for immediate opportunities to safely transport students and athletes daily to/from school, activity trips, and sporting events. In addition as a valued member of the school community drivers may be asked to support additional campus needs such as, but not limited to:

- Bus/van maintenance/upkeep
- Campus supervision support during breaks/lunch
- Other duties as assigned

The ideal candidate will have an understanding of all current state laws and local regulations and must have the following qualifications:

School Bus Driver Essential Functions & Qualifications

- Drives a school bus daily, or assigned, over designated routes
- Transport students, student/athletes, and teachers on activity trips and field trips to various locations
- Inspects bus prior to operation for safety purposes
- Keeps bus clean and reports any mechanical defects
- Maintains daily record of assigned route and bus operations
- Completes daily reports on the condition of the bus
- Maintains good order and discipline among passengers
- Fosters a safe, inclusive, equitable, and joyful environment

School Bus Driver Required Education and Experience

- Must have a High School diploma or GED with a minimum of 2 years of School Bus Driving experience.

School Bus Driver Licenses, Certificates and Other Requirements

- Be in possession of a valid California Commercial Driver License Class-B with airbrakes, passenger and school bus endorsements
- Valid California Special Certificate issued by the Department of Motor Vehicles (DMV) and California Highway Patrol (CHP) for school bus drivers
- Must have a current American Red Cross First Aid and/or CPR certificate or equivalent
- Must have a current DMV Medical Certificate (DMV 51A) with a DMV DL51 Medical Examination report on file
- Good DMV driving record and ability to maintain insurability under the Diocese of Oakland's vehicle insurance policy

- Incumbents in this classification are subject to DOT drug and alcohol testing requirements
- Applicants are required to submit with application an H-6 DMV report obtained within the past 30 days, and must be enrolled in the DMV Pull Notice Program if employed
- Department of Justice fingerprint clearance through the California Highway Patrol

Additional Campus Support Duties: *As a member of the wider campus community, when a Bishop O'Dowd bus driver has down time between driving assignments, drivers may be asked to support additional campus needs such as, but not limited to:*

- Bus/van maintenance/upkeep
- Campus supervision support during breaks/lunch
- Other duties as assigned

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Additionally, all personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Applications will be reviewed on a rolling basis. Pre-employment background screening is required for all positions. Please submit your application, cover letter, resume, and references to our recruitment portal:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=a3be2c9a-b3f4-4b3e-aa40-d11a3fd3f9d6&jobId=570907&lang=en_US

For more information on Bishop O'Dowd High School, please see our website at: <http://bishopodowd.org>.

Bishop O'Dowd High School is an equal opportunity employer and does not discriminate in its employment policies and procedures. It follows the Diocese of Oakland's policies prohibiting illegal harassment, retaliation or discrimination. However, as a Roman Catholic high school with a stated mission, goals and objectives that clearly reflect the teachings and educational philosophy of the Diocese of Oakland, Bishop O'Dowd High School reserves the right to require all current and prospective employees to commit to carry out their duties and responsibilities in a manner that clearly and unconditionally demonstrates support of and respect for the school's mission and Catholic identity. Persons who in good conscience are unable to agree to this commitment should not seek or accept employment at Bishop O'Dowd High School.

As a faith-based institution, we reserve the right to use religion as a criterion in hiring decisions, as permitted by law, as it relates to performing essential job duties.