



Company Profile: Montverde Academy is a coeducational independent school that serves grades Pre-K3–12. Our boarding program serves grades 7-12 and post-graduate studies. At the heart of an MVA experience is an engaging and challenging academic environment that inspires students to achieve at the highest level. Inside and outside of the classroom, students develop their talents and abilities through involvement in fine arts, athletics, school clubs, and service organizations. Our staff members, parents and students are part of a close-knit, deeply caring community. We emphasize positive relationships that help build self-esteem and confidence in our students, where each individual feels like a valued community member. We enjoy cultural diversity unlike any other school as we attract students from around the world. With more than 75 nationalities represented by students, our international character adds an exciting global perspective to our community and the educational experience we provide.

Job Title:

Bus Driver

Contact:

jobs@montverde.org

Job Description: Drive school bus routes to pick up and drop off students in the morning and afternoons based on a route schedule. Keep the inside and outside of assigned vehicles clean and inspected, making sure the vehicle fluids and fuel are topped off. This position will directly report to the Transportation Coordinator.

Responsibilities:

- Drive a school bus route, pick up and drop off student passengers at established times and stops on the route.
- Perform pre and post trip bus inspections before and after each route or trip.
- Maintain a clean and mechanically sound bus at all times.
- Obey all traffic laws.
- Enforce the conduct and safety rules on the bus.
- Monitor and record mileage and student attendance.
- Report delays, accidents and emergencies.
- Respond to emergency and non-emergency situations.
- Assist with the loading and unloading of the bus when required.
- Be attentive to traffic and weather conditions to ensure passenger safety.
- Attend and participate in daily briefings.
- Clean and fuel vehicles as necessary to maintain a professional appearance and positive company image.
- Drive periodic field trips, activity trips and charter trips to transport students, teams and staff to and from event destinations.

Skills and Qualifications:

- At least 1 year of experience as a bus driver.
- CDL license with air brake and passenger endorsements required.
- Valid DOT physical exam.
- Excellent time management and sound judgement.
- Excellent driving skills and a solid commitment to safety.
- Experience working with children preferred.
- Excellent communication and collaboration skills.

Physical requirements:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to access and navigate each department at the Academy's facilities.