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Substitute School Bus Driver (Multiple Positions)

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1300 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world".

Overlooking Mission Valley, two separate campuses serve students in Lower School – junior kindergarten through 5th grade; Middle School – 6th grade through 8th grade and Upper School – 9th grade through 12th grade. As a college preparatory school Parker offers a comprehensive program that includes twenty-five advanced placement courses as well as a rich palette of electives – all designed to meet the individual needs of our students.

Job Description:

The primary goal of the Transportation Department is to promote safety, ensuring all students receive the safest transportation possible. School bus drivers will transport students to and from school and other activities. On school days, drivers pick up students in the morning and return them home or to the designated bus stop in the afternoon. School bus drivers also drive students on field trips and to sporting events and other activities.

Essential Duties/Responsibilities:

- Follow procedures to ensure the safety of all students, including watching traffic and people carefully to ensure the safety of children getting on and off the bus and assisting students with getting on and off the bus when required
- Keep order and safety on the school bus
- Understand and enforce the school system's rules regarding student conduct and report disciplinary problems to the Manager of Transportation
- Maintain a clean and mechanically-sound bus at all times, including keeping the bus clean and free of debris
- Perform pre-trip inspections of the bus (as prescribed by law) before leaving the yard, including: checking the braking systems; all belts, hoses & clamps, fluid levels; all lighting systems; suspension, leaf springs & shaft guards; seats tight & secure; tires; heating & cooling systems
- Obey all traffic laws and state and federal transit regulations
- Map directions to extra trips

In addition, must be able to:

- Evacuate students from all exits, including windows, doors, and roof vents

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Linda Vista Campus 6501 Linda Vista Road San Diego, CA 92111 858 / 569-7900
Mission Hills Campus 4201 Randolph Street San Diego, CA 92103 619 / 298-9110

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- Take appropriate action during a vehicle breakdown or collision (securing bus, attending to injured students, preparing accident reports, etc.)
- Converse with parents in a friendly and professional manner
- Maintain a given route schedule
- Maintain proper fuel levels

Qualifications:

- High school diploma or GED strongly preferred
- California Driver's License required
- Commercial (Class B) Driver's License with School Bus Certification
- Minimum one year experience driving a school bus strongly preferred
- No at-fault traffic accidents in the last 5 years
- Clean driving record (no traffic citations in the last 5 years)
- Ability to carry out assigned route on time
- Excellent communication skills
- Two years experience working with children preferred
- Must be at least 18 years of age

In addition:

- A school bus driver's background is checked by the Department of Justice and/or the FBI prior to receiving a license to drive a school bus.
- School bus drivers must have a current Department of Transportation Medical Certificate
- School bus drivers must pass (and maintain throughout the course of their employment) commercial driver's license medical requirements, including vision and hearing tests
- School bus drivers must maintain minimum training hours as required by law to retain School Bus Certification
- School bus drivers must pass the written CHP First Aid Test or have a current First Aid Card.
- School bus drivers must participate in a pre-employment drug and alcohol test and are randomly tested thereafter (school bus drivers may never get behind the wheel of a school vehicle with .01 or greater blood alcohol level)
- All school bus drivers must attend regularly scheduled safety meetings and attend additional training sessions to maintain the skills needed to safely transport students.
- School bus drivers must have and maintain a clean driving record, both professionally and personally.
- School Bus Drivers are required to maintain their required yearly in-service hours and/or renewal hours.

Salary and Benefits:

This is a **Part-Time** Substitute position and is not eligible for benefits. The hourly rate of pay will be based on school bus driving experience.



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Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

The following person has been designated to handle inquiries regarding the School's non-discrimination policies, including its Title IX policy:

Name: Katharine Wardle

Title: CFO

Office Address: A114, Francis Parker School, 6501 Linda Vista St., San Diego, CA 92111

Telephone Number: 858 / 775-0430

Email Address: kwardle@francisparker.org

For assistance related to Title IX or other civil rights laws, please contact OCR at OCR@ed.gov or 800-421-3481, TDD 800-877-8339.

Application Process:

Please email Cindy Zwartjes, Transportation Manager czwartjes@francisparker.org to request employment and supplemental applications.

Please indicate the position you are applying for in the subject line

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