**SCHOOL BUS DRIVER FULL TIME**

**Job description**

Providence Cristo Rey High School Indianapolis, IN

**Job Description**

**Job Title:** Full-time Transportation Bus Driver

**Reports To:** Director of Transportation

**Supervises:** Non-Applicable

**Employment Status**: Contract

​

Providence Cristo Rey High School is a Catholic, coeducational, college, and career preparatory high school serving Indianapolis, Providence Cristo Rey High School offers a transformational educational experience to students with economic needs.

​

**Job Requirements**

· High School diploma or equivalent

· Experience: 5+years driving a school bus

· Must hold a minimum of a Class B Commercial Driver’s License with Passenger, Airbrake, and School Bus endorsements, and a Standard Certificate (yellow card)

· Must be able to pass the Federal CDL Physical

· Pass the State Physical requirements form and State Performance Standards

· Must be able to pass a pre-employment drug screen and adhere to Providence Cristo Rey High School Drug and Alcohol Policies

· Must be able to pass a Criminal Background Check

· Must have a verifiable track record of superior work attendance.

​

**A. Role: Facilitates Faith Formation**

1. Communicates the Catholic faith to students and families through the implementation of the school’s guidance curriculum, academic course planning, college and career planning, administration of the school’s academic programs, and by offering direct support to individual students and families in efforts to foster the integration of faith, culture, and life.

2. Prays with and for students, families, and colleagues and their intentions. Participates in and celebrates liturgies and prayer services as appropriate.

3. Teaches and celebrates Catholic traditions and all observances in the Liturgical Year.

4. Models the example of Jesus, the Master Teacher, in what He taught, how He lived, and how He treated others.

5. Conveys the Church’s message and carries out its mission by modeling a Christ-centered life.

6. Participates in religious instruction and Catholic formation, including Christian services, offered at the school. Non-Catholic school guidance counselors are expected to fully participate possible (e.g., non-Catholics would come forward to receive a blessing instead of Holy Communion in the Catholic Mass).

​

**Job Overview**

As a Providence Cristo Rey School Bus Driver, you will be responsible for safely and efficiently driving our scholars to and from school, and to and from our Corporate Work Study locations each day ensuring timely pick-up and safe drop-off in the process. Bus routes will be in highly populated, high-traffic urban areas, and our drivers will provide transportation for events, and field trips, during and outside of school hours that may be in very rural areas with poor lighting and road conditions. While you are on the road you are responsible for maintaining a safe environment for everyone inside the bus.

​

**Job Skills and Responsibilities**

· Transport scholars from HSSH, CWS, and Special Events

· Adhere to an assigned schedule – Split Shift

· Arrive at pick-up and drop-off points in a timely manner

· Ensure the safety of all scholar and bus passengers

· Preform Pre-trip and Post-trip inspections

· Maintain a high standard of cleanliness inside the bus

· Recognize and report any required bus maintenance

· The ability to read and understand maps

 The ability to plan and execute the most effective route possible when required

· Exhibit patience, consideration, understanding even temperament, and calmness under stressful situations.

· Drive the established assigned routes

 Must be available and willing to drive night and/or weekend trips as needed

· Communicate effectively in English both oral, written, and radio forms, Spanish speaking is a plus.

Communication and Interpersonal Effectiveness

1. Contributes positively to morale and to the culture of the Catholic school in service of the mission in all communications and actions.

2. Demonstrates loyalty to the school and its mission above individual views.

3. Openly and respectfully communicates concerns at the appropriate level.

4. Collaborates with and supports fellow school guidance counselors, teachers, staff members, and administrators.

5. Proactively engages parents in the formation of their children.

6. Communicates effectively with parents and works to resolve concerns or disagreements in a constructive manner.

7. Respects and maintains confidentiality.

8. Maintains the good reputation of the parish, school, and Archdiocese.

​

**POSITION SPECIFICATION/REQUIREMENTS**

A. MINISTERIAL EXPECTATIONS

1. Displays Gospel values, good judgment, and diplomacy.

2. Follows Archdiocese and local protocols, policies, rules, and regulations including those published the in the faculty/staff handbook and student/family handbook. This includes the policies and handbook of the Archdiocese.

3. Complies with the Archdiocese of Indianapolis Code of Conduct.

4. Maintains and safeguards confidential information.

Other Training/Expectations

1. “Safe Parish” Child Protection Training

2. Criminal background check

3. DCS check

4. Ongoing professional development and faith formation.

5. First Aid / CPR Training

​

**WORK ENVIRONMENT**

1. Required to work some nights and weekends.

2. Exposure to outdoor weather conditions.

3. Able to Adjust daily schedule sometimes at a moment’s notice.

4. Required to manage high to moderate levels of stress.

5. The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

6. Constant positioning of self to interact with and provide instruction to students, bending, sitting, standing, and reaching.

7. Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading.

8. Required to monitor students in a variety of locations including those with noise, activity, and inclement weather.

9. Required to lift or carry classroom supplies, textbooks, furniture, and equipment to a maximum of 35 pounds.

​

**MISSION AND CATHOLIC IDENTITY EXPECTATIONS**

A. Catholic schools are ministries of the Catholic Church, and school bus drivers are vital ministers sharing the mission of the Church. School Bus Drivers are expected to be role models and are expressly charged with leading students toward Christian maturity and with teaching the Word of God. As role models for students, the personal conduct of every school guidance counselor, teacher, administrator, and staff member, both at school and away from school, must convey and be supportive of the teachings of the Catholic Church. These teachings include but are not limited to: honoring the dignity of each human life from conception to natural death, care for God’s creation, and the belief that all persons are called to respect human sexuality and its expression in the Sacrament of Marriage as a sign of God’s love and fidelity to His Church.

The seven themes of Catholic Social Teaching can be found at https://www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching/seven-themes-of-catholic-social-teaching. A thorough description of Catholic Church teaching can be found in the Catechism of the Catholic Church.

B. The Archdiocese recognizes that many School Bus Drivers/Dispatchers, who contribute positively to the mission of the Church in forming young people through our Catholic schools, are not practicing Catholics. For school guidance counselors of other faith traditions, there remains an expectation that, regardless of their personal religious affiliations and beliefs, they will become knowledgeable of Catholic Church teachings, will be credible witnesses of the Catholic faith, and will be models of Christian values.

C. Determining whether a School Bus Driver is conducting him/herself in accordance with the teachings of the Catholic Church is an internal Church matter and is at the discretion of the pastor, administrator, and ultimately, the Archbishop.

D. Accompaniment is a pastoral approach intended to educate and form employees who may not understand or who may be struggling with the teachings of the Catholic Church. If an employee publicly and/or persistently demonstrates conduct or lifestyle at variance with the policies of the Archdiocese or the moral/religious teachings of the Roman Catholic Church, the school leader and/or pastor/dean will attempt to accompany the employee toward the ideal. Should the employee refuse such accompaniment, or should the employee and the employer reach an impasse where such accompaniment is stagnant or no longer beneficial, suspension or termination of the employee is left to the employer’s discretion. Ultimately, the final decision of one’s employment in Catholic school ministry is left to the discretion of the Archbishop.

​

**Salary and Benefits**

· Salary: $220.00 per day based on 8 hours per day not to exceed 40 hours per week.

· Additional routes may be added with no additional compensation if the workday does not exceed an average of 8 hours per day based on a 40-hour work week.

· Trip Pay: $25.00 per hour for all trips scheduled outside the regularly scheduled work week of 40 hours

· Non-Student/Non-Driving Pay: $20.00 per hour for any non-student/non-driving work outside your regularly scheduled work week.

**Job Type**: Full-time

**Salary:** Up to $220.00 per day

**Benefits:**

* 401(k)
* 401(k) matching
* Dental Insurance
* Flexible schedule
* Health insurance
* Life insurance
* Paid time off
* Retirement plan
* Tuition reimbursement
* Vision insurance

**Schedule:**

* 8-hour shift
* Monday to Friday
* On call
* Split shift
* Weekend availability

**Ability to commute/relocate:**

* Indianapolis, IN 46225: Reliably commute or planning to relocate before starting work (Preferred)

**Experience:**

* School bus driving: 5 years (Required)

**Language:**

* English (Required)

**License/Certification:**

* Driver's License (Required)
* CDL (Required)

**Work Location:** One location