



Full Time Bus Driver
Global Village Project, Inc.
February 2018

The Global Village Project, Inc. (GVP) is an innovative special purpose middle school for refugee young women. Located in Decatur, Georgia in space donated by the Decatur Presbyterian Church, the school's full day academic program serves approximately 45 students ages 11-18. Students pay no tuition, and transportation and lunch are also provided free of charge. In 2016, GVP received a grant and purchased two 14-passenger buses and uses these to transport students to and from school each day during the school year and to camps and clubs in the summer.

GVP is seeking a personable and professional full-time bus driver willing to make a 30-35 hour per week commitment. A part-time bus driver will assist the full-time driver during morning and afternoon bus routes and on field trips. Drivers will pick up students along established bus routes and drop them off at school. Drivers will also transport students and faculty to special events and field trips. GVP bus drivers must have transportation to and from GVP in Decatur where buses will be parked.

The bus driver responsibilities include but are not limited to:

- Drives school bus on scheduled routes while being attentive to traffic and weather conditions as well as the safety of the passengers.
- Performs pre and post trip safety and maintenance checks; oversees and takes care of scheduling maintenance or repair requirements.
- Maintains a safe environment within the bus by enforcing rules of conduct and responding to emergencies.
- Maintains a valid Georgia driver's license with a clean 3-year MVR driving record.

- Completes reports and logs of fuel use, student attendance checklists, trip information, routes and incident reports.
- Communicates clearly and well with students, parents, and staff.
- Calls parents/guardians when students do not meet the bus.
- Cleans the bus as scheduled and/or required.
- Role models respectful and safe behaviors with students, parents, staff and the general public.
- Successfully completes a bus driver training program and/or courses.
- Obeys all traffic laws and transportation practices.
- Operates and services all school bus equipment and accessories including but not limited to fire extinguishers, highway warning kits, first aid kits, tags, insurance documents, etc.
- Supervises afternoon student cleaning groups, maintains cleaning supplies and equipment; checks inventory of all cleaning and bathroom supplies and reports supply needs to Operations Manager.
- Documents any student behavior issues on the buses and reports them to the Operations Manager.
- Drives families and students as needed for enrollment/registration day and family fall and spring conferences in October and March; assists staff with conferences.
- Performs basic first aid as appropriate, which may include CPR.
- Reports to the Operations Manager as a direct supervisor.
- Works from 6:30-9:30AM and 2:30-5:30PM with additional hours for field trips and events as needed during the week; work hours will vary from 30-35 hours each week.
- Works flexible hours during the summer months, transporting GVP students to camps and bookclub.
- Experience working in a multicultural community.
- Values aligned with the core values, mission, and vision of GVP.

Role Specific Requirements:

- Minimum age 21.
- 3 job related references.
- High School diploma or GED equivalent.
- Meet the physical and mental standards necessary to perform the duties, tasks and responsibilities of a school bus driver as described in this job description.
- Sufficient command of the English language to communicate with students, parents, school staff members and other concerned people regarding job related activities.
- Sufficient strength and agility to assist ill or physically impaired student to enter or exit a school bus through the passenger service door.

- Knowledge of or ability to learn area routes of school buses.
- Strong decision-making and problem-solving skills.
- School bus driver's certificate is preferred; willing to train.
- First aid and CPR certification required.
- Background check required.
- Completion of a physical certifying medical ability and vision to drive a school bus.
- Successful completion of drug screening.

GVP provides the opportunity to work within a vibrant community committed to teaching and learning. GVP is an equal opportunity employer. Salary Range for this full-time position is \$20,000 - \$25,000 (commensurate with experience) Benefits: Health insurance option; 10 personal/sick days; 4 weeks paid vacation during specified school closings to be discussed and determined with Operations Manager and Head of School.

Interested and qualified candidates should visit the Global Village Project website at www.globalvillageproject.org for more information. Qualified candidates should send a resume, **cover letter describing driving experience** and qualifications and include contact information for 3 professional references to jobs@globalvillageproject.org with "Bus Driver" in the subject line. In the interest of time, qualified candidates will need to submit a copy of their drivers license and background check form during the first stages of consideration.