



## **Now Taking Applications for Part-time or Sub School Bus Driver Global Village Project, Inc.**

The Global Village Project, Inc. is an innovative special purpose middle school for refugee girls and young women (ages 11-18) living in the metro Atlanta area. Our school has two 14-passenger buses that will be used to transport students to and from school each day and also provide transportation on special field trips.

We are looking for drivers to assist the full-time bus manager/driver during morning and afternoon bus routes and on field trips.

- **Part-time driver** who will work at least 20 hours per week (with some flexibility) from 6:30 – 8:30AM and 3:30 – 5:30PM during days when the school is open Monday through Friday (see additional description below)
- **Substitute drivers** to assist the full-time bus manager/driver and be expected to drive both morning or afternoon bus routes and on special field trips (when needed)
- Compensation: part time drivers or sub drivers will be compensated on an hourly basis (\$12-\$15 per hour)

### **Bus Drivers (part time and sub drivers):**

- pick-up and drop off students along established bus routes.
- drive school bus on scheduled routes while being attentive to traffic and weather conditions as well as the safety of the passengers.
- maintain a valid Georgia driver's license with a clean 3-year MVR driving record.
- maintain respectful and safe behaviors with students, parents, staff and the general public.
- obey all traffic laws and transportation practices.
- has knowledge of GVP school bus equipment and accessories including but not limited to fire extinguishers, highway warning kits, first aid kits, etc.
- Perform basic first aid as appropriate, which may include CPR & DEF.

### **Report to the bus manager and:**

- follow maintenance and student logs (under direction by the bus manager)
- maintain a safe environment within the bus by enforcing rules of conduct and responding to emergencies.
- track and report fuel usage, timesheets, trip requests, route studies, trouble reports, misconduct reports, accident reports to the bus manager
- clean the bus as scheduled and/or required.

## **Role 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 all aspects of their 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/CPR certified
- Background check is required.
- Completion of a physical certifying medical ability to drive a school bus.
- Successful completion of reference checking.
- Successful completion of drug screening.
- Successfully completes a bus driving session under the supervision of the bus manager

Interested and qualified candidates should visit the Global Village Project website at [www.globalvillageproject.org](http://www.globalvillageproject.org) for more information. Candidates should send a resume, and cover letter that includes specific driving experience to Denise Reidy-Puckett via email to [drpuckett@globalvillageproject.org](mailto:drpuckett@globalvillageproject.org) with "PT/SUB Bus Driver" in the subject line. Applications will be reviewed as they are received until the position is filled.