



Part-time 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. In 2016, GVP received a grant and purchased two 14-passenger buses and will use these to transport students to and from school each day in the school year. We seek a part-time bus driver to assist the lead bus 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 and return them to stops in the afternoons. Drivers will also transport students and faculty to special events, such as field trips. School bus drivers must have transportation to and from GVP in Decatur where buses will be parked.

The part-time driver will work on an hourly basis (approximately 20 hours per week) to pick up students along established bus routes and drop them off at school and then take them home from school at the end of the day. Part-time driver should expect and commit to at least 20 hours per week with some flexibility. Generally, part-time driver's hours will be from 6:30 – 8:30AM and 3:30 – 5:30PM on Monday through Friday. However, drivers may also be required to transport students and faculty to special events, such as field trips, with some notice and pay. 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.
- Maintains a safe and secure 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 required reports and logs of fuel use, student attendance checklists, trip

information, routes and incident reports.

- Cleans the bus as scheduled and/or required.
- Role models respectful and safe behaviors with students, parents, staff and the general public.
- Reports all hours worked on weekly timesheets
- Successfully completes a bus driver driving test with the lead driver.
- 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, etc.
- Reports directly to the lead bus driver and Operations Manager.
- Performs basic first aid as appropriate, which may include CPR & DEF.

Role Specific Requirements:

- 3-year MVR driving record has no traffic violations
- Minimum age 21.
- 3 job related references.
- High School diploma or GED equivalent preferred.
- 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 and CPR certification is required.
- Background check is required.
- Completion of a physical certifying medical ability to drive a school bus.
- Successful completion of reference checking and drug screening

\$15 per hour (20 hour per week minimum)/5 personal/sick paid days

Interested and qualified candidates should visit the Global Village Project website at www.globalvillageproject.org for more information. 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 "PT Bus Driver" in the subject line.