



## Substitute School Bus Driver

Global Village Project, Inc.  
Decatur, Georgia

### Position Summary:

The Global Village Project, Inc., a nonprofit organization operating a small private school in Decatur, Georgia serving teenage refugee girls, seeks proven and reliable substitute bus drivers who will work as needed. Substitute drivers will drive a 14-passenger Thomas Built Minitour Bus to 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. Substitute drivers will receive 10 hours of paid training before working.

### Responsibilities:

- Substitute for the part time or full time driver (as needed) during morning and afternoon bus routes and on field trips
- 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
- Maintain a safe environment within the bus by enforcing rules of conduct and responding to emergencies
- 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
- Report unsafe behavior or misbehavior to the Operations Manager ● Complete and provide information and reports related to maintenance and student logs, track and report fuel usage, timesheets, trip requests, etc.
- Clean the bus as scheduled and/or required
- Assist with the supervision of end-of-day cleaning by students
- Accurately complete online time sheets and report time worked (to the nearest .25 hours)
- 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
- Follow the Georgia's "hands-free" policy regarding cellular telephone use while driving

- 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.

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.
- Availability on an “as needed basis”
- 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
- This position is as needed and does not include minimum hours

Hourly rate for substitute drivers is \$15 per hour. 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, cover letter describing driving experience and qualifications and include contact information for 3 professional references to [jobs@globalvillageproject.org](mailto:jobs@globalvillageproject.org) with “SUB Bus Driver” in the subject line.

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