

Job Opening: Bus Driver

From \$17.00 hour / part-time

Paradox Valley School (PVS), located in Paradox, Colorado is known for offering a unique education that often incorporates art, hands-on learning, and environmental education into the curriculum. PVS is a small charter school serving grades from Preschool through 8th.

Position Requirements and Restrictions:

- Physical examination
- Drug test, with random tests possible
- Commercial license with S endorsement. Training is available for candidates with CDL.
- West End Public School District driver orientation training
- First aid training
- Clean driving record
- Cannot work at any job or combination of jobs that equal more than 14 hours in a 24-hour period

Job Description

Duties and Responsibilities:

- Inspect bus and conduct pre-trip (if using the bus) before every route or trip.
- Fill out the route map and information at the beginning of the year.
- Perform errands, if approved by the administrative team.
- Fill out all reports, mileage logs, etc.
- Inform the administration and/or mechanic/supervisor when maintenance is needed.
- Keep gas tank above ½ by filling from the school tank.
- Follow the bus discipline plan.
- Inform student's teacher and/or administration of discipline problems.
- Arrange times to get vehicles to WEPS or other garages for inspections and repairs.
- Clean the interior and exterior of the bus regularly.
- Keep a detailed behavior log. Document when parents and staff are notified and record when students were not met at the bus stop.

Student Behavior:

- The bus driver is also a disciplinarian. He/she must let students know behavior expectations and consequences and consistently stick with that plan.

Student relationships:

- The bus driver is the first and last school employee he/she will see each day. Although the bus driver must be a firm disciplinarian, he/she must also have a pleasant disposition with the children, as they greet them each morning and say goodbye each evening.

Parent relationships:

- The bus driver is the school employee parents see the most. The driver must understand he/she represents the school to parents. He/she must be pleasant, courteous, and polite to parents. The bus driver, however, should not be put in the position of being a liaison between parents and the school. If a parent wants information about school day issues, the driver should refer the parent to the school.

Staff Housing Options Available

Please send your resume to: contact@paradoxschool.org