



Learners in the Classroom. Leaders in the Community. Lights in the World.

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## School Bus Driver

**Minimum 20 hours per week; 10 Months/Year**

### General Responsibilities

This position is responsible for providing safe transportation of students to and from school routes and performing daily safety checks on the bus. The employee may be assigned to special routes involving field trips to locations other than the assigned school. **The employee shall be one who can demonstrate the qualities of Christian character and who enjoys working with children.**

### Education and Experience

Requires a high school diploma or a General Equivalency Diploma (GED), or an equivalent combination of education and experience that would provide the above knowledge, skill, and abilities. Requires a valid Virginia State Class B Commercial Driver's License with the following endorsements: Passenger, School Bus, and Air Brakes.

### Essential Job Functions

- Assist with developing the school bus route.
- Responsible for driving a school bus on designated routes; to include picking up and dropping off students as scheduled.
- Responsible for conducting and records daily pre-trip checks on bus and bus components; to include inspecting tires, lights, fuel level, oil levels, and windshield wipers.
- Responsible for reporting defective equipment immediately.
- Completes daily and monthly operations reports indicating times, mileage, and routes.
- Follow school policy.
- Completes bus incident reports as necessary.
- Cleans interior and exterior of bus by sweeping floors, dusting and washing seats, and cleaning windows.
- Requires special bus runs as needed; to include evening runs.
- Meets with parents, teacher, principals, or other school officials on occasion to express and listen to concerns regarding bus operation, scheduling, and safety.
- Reports violations of state school bus law (other drivers) as required.
- Performs other duties as assigned.
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<i>Primary Location</i>	<b>Park Place School</b>
<i>Salary Range</i>	<b>\$25.00/ Per Hour</b>
<i>Shift Type</i>	<b>Minimum of 20 hours a week</b>

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***Finding hope and a future... Jeremiah 29:11***

422 Shirley Ave Norfolk, VA 23517  
Mailing Address: P.O Box 11355 Norfolk, VA 23517  
(757) 624-3473 (P) (757) 624-3700 (F) info@parkplaceschool.org



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### Job Contact Information

<i>Name</i>	<b>Mrs. Jennifer Whittington</b>
<i>Title</i>	<b>Administrative Manager</b>
<i>Phone</i>	<b>757-624-3473</b>
<i>Email</i>	<b><a href="mailto:jwhittington@parkplaceschool.org">jwhittington@parkplaceschool.org</a></b>

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