



ST. MATTHEW'S CATHOLIC SCHOOL Job Advertisement

BUS DRIVER

- SUMMARY/PURPOSE:** St. Matthew's Catholic School has an immediate opening for a Bus Driver. The Bus Driver plays a crucial role in ensuring the safety, comfort, and enjoyment of our students on their daily bus route and/or field trips.
- EMPLOYER:** Principal, St. Matthew's Catholic School
- SUPERVISOR:** Principal, St. Matthew's Catholic School
- WORKING RELATIONSHIPS:** Ability to establish and maintain effective working relationships with associates, students, and school staff.
- RESPONSIBILITIES & TASKS:**
- Arrive on time each day for both morning and afternoon bus runs.
 - Adhere to the set bus route.
 - Maintain a safe driving record.
 - Keep licensure current at all times.
 - Notify the Maintenance Manager immediately in the event of mechanical difficulties on the bus.
 - Allow time for bus refueling whenever necessary.
 - Encourage safe and proper behavior of students on the bus, and notify the Principal of any behavior problems immediately.
 - Support fully the mission statement and philosophy of learning of St. Matthew's Catholic School.
 - Adhere to agreements set forth in your signed employment agreement.
 - Abide by the policies set forth in the Diocesan personnel handbook and St. Matthew's Catholic School Faculty/Staff Handbook.
 - Maintain a complete, current personnel file.
 - Other duties as assigned by the Principal.
- QUALIFICATIONS:**
- High School Diploma
 - Valid Commercial Driver's License (CDL)
 - Clean driving record with no history of major violations or accidents
 - Previous experience as a bus driver or similar role preferred
 - Excellent driving skills, with a focus on safety and passenger comfort
 - Strong communication and interpersonal skills
 - Knowledge of basic vehicle maintenance and inspection procedures
 - Flexibility to work a variable schedule, including field trips

WORKING CONDITIONS: Approximately 20 hours per week during the school year. Opportunity to drive for field trips.

PERFORMANCE APPRAISAL: The employee is generally evaluated annually according to the appraisal process available from the Office of Human Resources.

DATE: Date position was **revised:** April 2024

FLSA STATUS: **NON-EXEMPT**

PHYSICAL DEMANDS: Light physical effort required. Regularly required to sit for extended periods, walk, reach, bend, lift, listen, and talk. May need to transport items weighing up to 30 pounds.

SALARY AND BENEFITS: Per Diocesan guidelines and *Called to Work in Harmony*.

Please send a cover letter, resume, Diocesan application, (which can be found at www.richmonddiocese.org), and references to:

Louis L. Goldberg, Principal
St. Matthew's Catholic School
3316 Sandra Lane
Virginia Beach, VA 23464
Lgoldberg@smsvb.net