



## 2026 Bus Driver

### Position Overview

St. Johns Country Day School, an independent, college-preparatory school, seeks a Bus Driver to support student transportation throughout the academic year. This part-time or full-time, 10-month position includes safely transporting students to and from school along designated routes and maintaining a positive, secure environment on the bus. This role typically includes morning and afternoon shifts, with additional opportunities to support field trips and special events. The Bus Driver reports to the Director of Auxiliary Programs.

### Core Responsibilities

#### Student Transportation & Safety

- Safely operate a school bus along designated routes, adhering to all traffic laws and safety regulations
- Ensure the safety and well-being of all students during transport
- Enforce bus safety rules and maintain appropriate student behavior
- Assist with student loading and unloading as needed

#### Route Management & Communication

- Follow assigned routes with a maximum of three stops per route
- Communicate effectively with school staff, parents, and students regarding schedule or route changes
- Maintain a professional and courteous demeanor while representing the School

#### Vehicle Maintenance & Inspections

- Conduct pre-trip and post-trip inspections to ensure the bus is in safe working condition
- Maintain a clean and organized bus interior, including regular cleaning and sanitizing
- Fuel the bus as needed using a School-issued credit card
- Report maintenance issues or concerns promptly

#### Emergency Response & Compliance

- Respond appropriately to emergencies or incidents in accordance with school policies and procedures
- Maintain accurate records of routes, mileage, and passenger counts
- Attend required training sessions and meetings
- Ensure compliance with all Department of Transportation (DOT) and school regulations

#### Additional Responsibilities

- Support transportation for field trips and special events as needed

- Uphold the School's values and standards of conduct at all times
- Perform other duties as assigned by the Director of Auxiliary Services

## **Qualifications & Skills**

### **Education & Experience**

- High school diploma or equivalent required
- Previous experience as a bus driver, preferably in a school or similar setting, preferred

### **Licenses & Certifications**

- Valid Commercial Driver's License (CDL) with passenger endorsement required
- Clean driving record with no significant violations
- Current DOT Medical Certification required
- Successful completion of background checks and screenings

### **Professional Competencies**

- Strong commitment to safety and adherence to protocols
- Ability to remain calm and composed in stressful situations
- Excellent communication and interpersonal skills
- Ability to interact positively with students, parents, and staff
- Dependable, punctual, and professional

## **Physical & Mental Requirements**

### **Physical Requirements**

- Ability to sit for extended periods while operating a vehicle
- Ability to assist students with boarding and exiting the bus
- Ability to respond quickly in emergency situations

### **Mental Requirements**

- Ability to maintain focus and attention while driving
- Ability to make sound decisions in real-time situations
- Ability to manage student behavior and ensure a safe environment

## **Working Conditions & Expectations**

- 10-month position aligned with the academic calendar
- Typical schedule: Monday-Friday, approximately 6:00-8:00 a.m. and 3:00-6:00 p.m.
- Opportunities for additional hours through field trips and special events
- Expected to uphold the mission and values of St. Johns Country Day School while ensuring safe student transportation

## **About St. Johns Country Day School**

St. Johns Country Day School is one of the leading, non-sectarian independent schools in Jacksonville, Florida and maintains a PK3- Grade 12 school enrollment of 500 students. Learn more at [sjcnds.net](http://sjcnds.net).

**Accreditations**

Florida Council of Independent Schools  
Cognia

**Application**

Please send a cover letter and current resume to [hkennedy@sjcde.net](mailto:hkennedy@sjcde.net)

St. Johns Country Day School is an Equal Opportunity Employer and encourages all qualified candidates to apply. We do not discriminate based on any protected status under federal, state, or local law.