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## JOB DESCRIPTION – BUS DRIVER

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**Title:** Bus Driver

**General Description:** The Bus Driver is responsible for safe and efficient transportation of passengers and materials across designated routes. This role includes conducting pre-trip inspections, ensuring vehicle readiness, and maintaining accurate records of trips and maintenance activities. The Bus Driver position is a part-time position up to 20 hours per week.

**Responsibilities:** The Bus Driver shall

- Safely operate a 14+ passenger bus to transport passengers and materials, primarily between the LIB Residence Hall, LuHi Campus and Hicksville train station, as well athletic events and school field trips that are pre-approved by LuHi Administration.
- Perform pre-trip inspections to check vehicle systems such as lights, brakes, and tires, and complete required inspection forms.
- Monitor vehicle gauges and refuel as needed.
- Supervise loading and unloading of passengers and personal property.
- Maintain manifests, inventories, and passenger records.
- Assist passengers with disabilities as required.
- Utilize communication equipment to coordinate with supervisor.
- Maintain written records of trips, mileage, and passenger counts.
- Report vehicle malfunctions and maintenance needs to supervisors.
- Perform basic maintenance tasks in emergencies, such as bulb replacement or tire inflation.
- Transport vehicles to and from repair vendors.

**Education** N/A

**Experience** 1-3 years experience

**Special**

- Valid CDL Class B license with Passenger
- Clean motor vehicle record without major violations.
- Compliance with Federal Highway Administration Omnibus Transportation Act drug and alcohol testing requirements.

- Ability to perform minor vehicle repairs and maintenance tasks.
- Strong organizational skills with attention to detail.
- Ability to work independently and prioritize tasks effectively.

**Reports to:** Director of Facilities & Campus Operations  
Collaborate with Principal and School Administration

**Supervises:** N/A

**Salary Range:** \$20-\$30/hr

**To Apply:** Applicants should send a resume and cover letter to: [careers@luhi.org](mailto:careers@luhi.org) and refer to “Bus Driver”.