

**Position Title: School Transportation Van Driver**

**Hours/Shift:** 20 + hours/week during the school year (mostly morning/afternoon school hours, but some hours may be available for events during evenings and weekends)

**Responsibilities:**

- Safely transport high school and elementary students to and from school following a set route and schedule.
- Ensure the safety and well-being of students during transportation.
- Conduct van pre-trip and post-trip inspections to ensure it is in good working condition.
- Adhere to all traffic laws and regulations.
- Maintain a clean and organized van interior.

**Qualifications:**

- Valid Michigan driver's license with a clean driving record
- Obtain a State of Michigan Chauffeur's license.
- Desire to support Grand Rapids Catholic Schools students through implementing shorter and more direct routes, enabling more sleep time and more study time.
- Ability to provide positive communication to students and parents.
- Ability to work a flexible schedule.

**Requirements:**

- Complete required training for school van drivers (~12 hours)
- Pass a background check, drug screening, and physical. Submit to random drug and alcohol tests and in-vehicle monitoring to ensure safe driving

Paid training starts at \$19.00/hr. Part-time employee health benefits are available.

Position is eligible for the current part-time employee tuition discount of 33% after one year of service for students attending Catholic Central High School or West Catholic High School.

Please call Don St. Andre at (616) 264-6272 for additional information. Interested candidates should complete an application for employment using the following link:

[https://dioceseofgrandrapids.na2.echosign.com/public/esignWidget?wid=CBFCIBAA3AAABLbIqZhAHdeCPYzn8dqw0HgkHC-Jr3AGAbipm8REtN7k4w1vwSN0RF2FrHjcEXSw20T4z8AI\\*](https://dioceseofgrandrapids.na2.echosign.com/public/esignWidget?wid=CBFCIBAA3AAABLbIqZhAHdeCPYzn8dqw0HgkHC-Jr3AGAbipm8REtN7k4w1vwSN0RF2FrHjcEXSw20T4z8AI*)