



HOLY FAMILY
CRISTO REY
CATHOLIC HIGH SCHOOL

Corporate Work Study Program Bus Driver

Job Description

Type: Part-Time (10 month)

Classification: Non-Exempt

Reports To: Director, Facilities & Transportation

Holy Family Cristo Rey Catholic High School in Birmingham, Alabama combines academic rigor and a corporate work-study program to empower students from economically challenged families to graduate high school prepared to persist in college and flourish in life.

We are part of the growing national Cristo Rey Network of 41 Catholic high schools recognized for transforming Catholic education through a unique integration of rigorous academics, professional experience, and spiritual formation.

A cornerstone of Holy Family Cristo Rey Catholic High School is its Corporate Work Study Program. Through partnerships with companies and organizations in the Birmingham area, students work 4 days per month in an office environment. This educational model enables students to develop career readiness and leadership skills, cultivate a professional network, add real business value and support the cost to attend a private, college-preparatory, Catholic high school.

Position Summary:

Under the supervision of the Director, Facilities & Transportation or his/her designee, the Bus Driver will be responsible for safely, professionally and efficiently transporting students in and around Birmingham in a Holy Family Cristo Rey vehicle and performing activities related to the operation of the vehicle. Position responsibilities include:

- Driving students to and from shuttle locations and school
- Driving students to and from work study placements located in the Birmingham and surrounding areas
- Ensuring a welcoming, orderly and professional bus environment
- Assist with transportation needs for special school functions as requested
- Other duties as assigned by the Director, Facilities & Transportation

Essential Functions:

- Comply with all traffic and safety rules and regulations
- Perform routine vehicle inspection checks and inform Director, Facilities & Transportation or his/her designee of any maintenance problems or safety issues that need to be addressed
- Ensure student safety by notifying Director, Facilities & Transportation or his/her designee of unmanageable students
- Drive assigned routes safely and efficiently ensuring students are picked up and dropped off according to route designations

- Drive for school-related functions as requested by the Director, Facilities & Transportation or his/her designee
- Attend meetings and trainings as needed

Qualifications and Skills:

- Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations (must be insurable with a good driving record)
- Ability and willingness to work a split-shift schedule during the school year. This position is for services during the school year and does not require services over the summer. However, at the end of each school year, you will be notified of reasonable assurance of employment for the next school year.
- Have excellent integrity and demonstrate good moral character and initiative
- Ability to work effectively as part of a team and efficiently as an individual
- Flexibility and adaptability as school operations change and develop
- Commitment to the mission of Holy Family Cristo Rey Catholic High School
- Desire to work with high school students
- Ability to work in a faith-based organization