



# Prestonwood Christian Academy

Version: 07/23/2019

## Job Description

Position: Part Time Van Driver  
Classification: Hourly, Non-Exempt

Reports to: Senior Director of Operations

**Mission:** To assist Christian parents by helping equip students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches and communities for Christ.

### Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs
- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility and responsiveness
- The ability to listen and respond to counsel

### Duties and Responsibilities-

#### Passenger Van/Shuttle Bus:

- Drive PCA passenger van between the Plano Campus and North Campus in the afternoons
- Drive between LS and US building on the Plano Campus
- Back up Driver for a 24-passenger shuttle bus over designated routes in accordance with specified time schedules and in accordance with the regulations and laws related to pupil transportation; transport students to and from school between Prosper and Plano campus; transport students and teachers on athletic and educational field trips as needed
- Pick up and discharge students at established shuttle bus stops; report incidents which affect the safety of students and the operation of the school bus
- Maintain the shuttle bus in a safe operating condition through prescribed daily vehicle inspections; report mechanical defects and malfunctions to appropriate personnel
- Maintain the shuttle bus in clean condition, including interior windows, seats, dash area and floors
- Maintain student order and discipline on school buses; discipline disruptive children according to established procedures and guidelines; cite students for behavior infractions; communicate behavior issues as required by school policy
- Maintain current knowledge of shuttle and school bus emergency evacuation procedures and techniques

#### Facilities Assistant:

- Responds to and takes appropriate actions in the event of emergency or critical incidents to resolve, confine or prevent potentially injurious or hazardous conditions
- Assist with set up and break down of special events of the school, such as football games, staff meetings, special student events, etc.
- Assist with offsite storage organization, pulling boxes as requested and coordinate annual shredding of expired documents
- Administrative work, deliver mail and packages & light maintenance work responsibilities
- Assist in delivering requested keys
- Request supplies as needed
- Other duties as requested by supervisor

### Qualifications/Skills:

- Growing relationship with Jesus Christ as Lord and Savior
- High School diploma or GED required; supplemented by a minimum of 6 – 12 months of experience of passenger driving, preferably shuttle bus or school bus driving
- Excellent driving record

- Valid driver's license – Class B CDL with a passenger endorsement preferred but not required
- Ability to perform basic first aid and pursue a first aid certificate
- The ability to take charge but deal professionally and calmly in emergency situations
- The ability to work effectively with employees, students, parents, school administration and local law enforcement representatives
- Ability to apply common sense understanding and to carry out instructions furnished in written or oral form.
- Ability to ascertain which people may need immediate assistance and to act accordingly
- Ability to work with and without close direct supervision on a consistent basis; be a self-starter
- Must be able to work some evenings and weekends as needed
- Requires successful completion of employment background screening and verification
- Female driver preferred

**Physical Requirements and Work Environment:**

- While driving passenger van, drivers will be exposed to seasonal heat and cold or adverse weather, while loading and unloading children, controlling traffic and inspecting equipment.
- Drivers will be exposed to fumes, dust, odors, petroleum products and ambient noise daily.
- Drivers must be able to
  - Deal with stress from driving in difficult traffic environments, interacting with dissatisfied or abusive individuals in a positive manner.
  - Deal with exposure to blood borne pathogens that may occur.
- Tasks involve the ability to exert heavy physical effort in heavy work, including climbing, balancing, stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and/or pulling of moderately heavy objects and materials weighing between 20 to 50 pounds.
- Tasks are regularly performed with potential exposure to adverse environmental conditions, such as strong odors, fumes, dusts, wetness, humidity, machinery, vibrations, temperature and noise extremes