Part Time - Bus Driver

Posting Date: October 2, 2019
Application Deadline: Open until filled
Start Date: As soon as mutually agreeable

About the School: Charles Wright Academy (CWA), located on a beautiful, wooded 107-acre campus, serves students in Preschool through 12th grade. The only coeducational independent Preschool-12 school in Tacoma, Washington, CWA provides challenging, college preparatory academics that prepare students to thrive in college and in life. Equally important is a wide array of experiential education, artistic, athletic, and service opportunities that promote students’ social-emotional development and provide avenues by which they discover and pursue their passions. Close, respectful, and trusting relationships between faculty and students result in an environment in which all community members embrace both the hard work and the joy inherent in the journey of intellectual and personal growth.

Our Mission Statement: To inspire active, joyful learning while nurturing and challenging our students to develop the character, creativity, and skills to successfully navigate the future with confidence.

Summary: We are seeking candidates for part-time regular route and substitute bus driver positions for the 2019-20 academic year. Drivers will transport students of all grade levels and other authorized persons on any of our regular routes with a possible schedule of 5 hours/day or more, (for example 5:45 a.m.-8:15 a.m. and again at 2:45 p.m.-5:15 p.m.), and beyond for athletic and other special events/trips.

Charles Wright is a great place to work with well-behaved students; a supportive and responsive team, and a well-maintained bus fleet. Charles Wright provides a close-knit community where you are known, your work is appreciated as an extension of the classroom and caring for our students and each other is at the heart of what we do.

Responsibilities:
▪ Drive school buses of varying sizes to safely transport students of all grade levels and other authorized persons
▪ Provide a high level of customer service to all constituencies, always representing Charles Wright Academy in a positive manner
▪ Practice respectful and effective behavior management, report misbehavior
▪ Check vehicle equipment, fuel and warm up bus prior to departure daily; report any irregularities
▪ Assess daily and maintain a clean bus fleet inside and out, including windows
▪ Maintain consistent safety standards and practices
▪ Participate in bus driver training courses as scheduled by the Bus Driver Lead

Qualifications:
▪ High School Diploma or equivalent required
▪ A valid Washington state driver’s license including CDL with school bus and passenger endorsement required, along with an acceptable driving record
▪ Current Medical Examiner’s Certificate required
▪ First Aid and CPR certification required
- Sense of humor, a passion for working with children and an ability to relate well to a variety of constituencies (faculty, staff, parents and students)
- Previous experience as a school bus driver or in the transportation field

**Salary/Benefits:**
Compensation ranges from $19 - $22.50 per hour and is dependent upon background, and breadth of experience. The selectee will receive sick leave and depending on hours worked, may be eligible for personal leave and paid holidays. All hours worked will count towards eligibility to receive medical coverage and Academy contributions to retirement. A daily food allowance is also provided.

**Application Process:**
Interested candidates should send:
1) a resume
2) a letter of interest referencing the source code of where you first learned of the position  
   (Source Code: SW for the CWA website, SP for NWAIS, IN for Indeed) to:

   Email: humanresources@charleswright.org

   Mail: Attention Office of Human Resources at address above.

   In-person application: Follow campus signs to “Upper School”, using Upper School visitor parking. The Office of Human Resources is open Monday through Friday, 8:00 am – 4:30 pm.

   **No phone calls, please.**

   Charles Wright Academy is an Equal Opportunity Employer: M/F/V/D.