



Position Opening: School Bus Operator

Type: Part Time Hourly Staff

Start Date: Immediately

The primary function of the Bus Operator is to transport riders and operate and manage the occupants of 42 and 54 passenger yellow school buses for regular morning daily routes safely and professionally. In addition, athletic events and field trips may be assigned by Maumee Valley Country Day School as needed. In the event that there are no athletic, Dayal House, or field trips, this position may be asked to run the afternoon bus route for students.

This position reports to the Superintendent of Buildings and Grounds and collaborates closely with the Dayal House personnel and students, the Athletic Director and Coaches, the School Receptionist, and is a member of the Maintenance and Buildings and Grounds team. This position is an hourly staff position and does not include benefits.

RESPONSIBILITIES & REQUIRED SKILLS/CERTIFICATION

The Bus Operator must:

- Be in possession of a valid Ohio driver's license with a school bus endorsement and currently certified to operate a yellow school bus in the State of Ohio.
- Carry out the required daily pre-service bus inspection and turn in documentation of the results
- Pass the mandated yearly physical
- Submit to and pass drug and alcohol testing both on yearly and random basis
- Submit to and pass criminal background checks and driver's record checks
- Fill out a time and route sheet at the end of each run
- Be available by phone
- Communicate effectively and respectfully with riders, co workers, supervisors and parents
- Design, follow, and carry out daily route sheets in a safe and timely manner (as needed)
- Identify and communicate major and minor mechanical issues in a timely manner that can affect the safe transport of riders
- Fulfill the four-hour inservice requirements and attend other inservice opportunities as assigned
- Demonstrate good attendance, professional conduct, and appearance and work

Background check:

All Maumee Valley employees and volunteers must agree to a comprehensive background check and confidentiality agreement.

Equal Employment Opportunity

We are dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race, color, religion, sex, national origin, age, ability, sexual orientation, gender identity or expression, military status, or veteran status, ancestry, or citizenship, in accordance with applicable laws. In addition, we comply with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits and training. We value a diverse workforce.

Any employee who believes they have been discriminated against may discuss this with their supervisor or the Head of School.

HOW TO APPLY:

1. Complete this 8-10 minute survey: <https://go.apply.ci/s/E2UrzEp33W>
2. Email your documents in PDF format to hr@mvcds.org.
 - a. Documents needed:
 - i. [MVCDS Application](#)
 - ii. cover letter, resume, include references' contact information in the MVCDS application
 - b. Please use the title of the position in the subject line of your email.

About MVCDS

At Maumee Valley Country Day School, children dream, explore, and cultivate their passions and strengths. Our faculty and staff do the same. We are more than a school and more than a group of people—we are a community of lifelong learners who inspire joy. As the only PK-12 independent school in northwest Ohio, we support an accomplished and diverse student body within a progressive academic program.

A Maumee Valley education is Personal, Experiential, and Global—it is a journey of discovery and of action that defines each child's learning experience. Through an intentionally crafted curriculum including active lessons as well as serendipitous explorations, a Maumee Valley education launches children toward the investigation of the world and helps them find their place in it. With our students at the center of our decision-making, we aspire to seek understanding, grow in our compassion and empathy, and adapt to the ever-changing world our students will one day lead. Maumee Valley is grounded in our [Mission](#), [Vision](#), [Portrait of an MV Educator](#),

[Portrait of an MV Graduate](#), and commitment to [Diversity, Equity, and Inclusion](#).

We believe in collaboration, innovation, and the power of community.