

Licensed CDL Bus Driver |

Job Description



Responsible to: Director of Explore and Grow Learning Center

Working Relationships: Explore and Grow Learning Center

Scope of Position: The primary function of the bus driver is to safely transport children in the Explore & Grow program to or from school and/or field trips. The driver must have and maintain a CDL license and meet the minimum requirements for the State of Michigan Childcare Licensing Rules. Must be willing to submit random drug testing as required by Kentwood Community Church. The bus driver should have excellent communication skills and ability to prioritize. The candidate would be asked to play an active role in the classroom after all students have been collected from school in the afternoon.

Time Commitment: Part-time

Typical Duties:

- Perform pre-trip inspections and annual certifications.
- Drive bus for Explore & Grow classes as needed for field trips or trips to collect School Age children.
- Assist Explore & Grow teachers as needed while on field trips and at the destination.
- Fill the bus with gas as needed and be responsible for any gas receipts.
- Communicate with the Explore & Grow Director and Facilities Director when necessary about safety issues or other concerns that happen while on the bus.

Position Requirement:

- CDL license
- Approved driving record

NOTE: This document describes typical duties and responsibilities and is not intended to limit Kentwood Community Church from assigning other work as needed.

Application Requirements: Résumé and cover letter

Please submit to Kelly via email.