

Showa Boston Institute of Language & Culture
Job Description

Part-Time School Bus Driver

Background

Showa Boston Institute of Language and Culture is a residential academic institution for about 300 students established by Showa Women's University in Tokyo in 1988. Its mission is to increase students' English proficiency, to develop their cross-cultural awareness, and to foster their personal growth. The 40-acre campus rests on a hilltop overlooking the Boston skyline. At the heart of the campus are administrative offices, residences, and a dining hall, and educational facilities.

Position Summary

Transport students and employees in a safe manner and ensure school vehicles meet safety standards. This is a part-time position: 25 hours per week. 5:00 p.m. to 10:00 p.m., five days per week.

Specific Responsibilities

- Transport students in school vehicles to activities in a safe and orderly manner.
- Service school vehicles according to a maintenance schedule and make sure they are clean and well maintained at all times.
- Check all school vehicles for fuel, oil, water and safety equipment before starting a trip.
- Detect and report to transportation director all defective and faulty materials or unusual conditions in the operations of the vehicles.
- Follow all prescribed state and federal safety regulations in operation the motor vehicles.
- Work in the maintenance department or in housekeeping during down time and when not needed for driving.
- Submit Registry driving record to the Human Resources Director on or before October 1st every year.
- Perform other duties as assigned by the Director.

Skills & Qualifications

- Good interpersonal skills.
- Sensitivity to Japanese culture.

Requirements

- Previous experience in driving a bus.
- Maintain Massachusetts commercial driver's license (CDL) with bus addition in good standing.
- Pass pre-employment and random drug tests in accordance with DOT regulations.
- Pass annual CDL medical exams.
- Pass annual CORI and SORI background checks
- Maintain a clean driving record
- High school graduate or equivalent.

To Apply

For more information, visit www.showaboston.org/employment.html. Please send cover letter and resume to HR@showaboston.edu. EOE