



ABOUT RANCHO CIELO

Rancho Cielo is a non-profit organization dedicated to transforming the lives of underserved and at-risk youth by providing education, vocational training, counseling, and life skills development. In partnership with John Muir Charter School, we support students in earning their high school diploma while preparing them for success in their careers and lives.

POSITION SUMMARY

The Part-Time Bus Driver is responsible for safely and reliably transporting Rancho Cielo students to and from the Rancho Cielo campus and other approved destinations. The Bus Driver operates Rancho Cielo buses, vans, and other vehicles in accordance with all applicable California laws, California Highway Patrol (CHP) requirements, Rancho Cielo policies, and established safety procedures.

EMPLOYMENT CLASSIFICATION: Non-Exempt, Part-Time

Hourly Pay Rate Range: \$26.00 - \$28.00

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Transportation Supervisor

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Safely operate Rancho Cielo school buses and other authorized vehicles for student transportation.
- Transport students to and from Rancho Cielo, school-related activities, field trips, work-based learning activities, appointments, and other approved destinations.
- Follow assigned transportation schedules, routes, and instructions.
- Conduct required pre-trip and post-trip inspections of the vehicle and report any safety concerns, mechanical issues, or needed repairs promptly.
- Maintain a safe and orderly environment for all passengers.
- Enforce established vehicle safety rules and procedures.
- Ensure students enter and exit the vehicle safely and appropriately.
- Maintain accurate transportation, mileage, inspection, and other required records.
- Comply with all applicable California DMV, CHP, DOT, and other regulatory requirements applicable to the position.
- Report accidents, incidents, student concerns, vehicle problems, or other unusual circumstances promptly to the appropriate supervisor.
- Maintain confidentiality regarding student and organizational information.
- Wash assigned buses and maintain the cleanliness and appearance of the exterior and interior of the vehicle.
- Fuel vehicles and perform basic vehicle-related duties as required.

- Assist with loading and unloading materials or equipment when necessary.
- Demonstrate professional, respectful, and appropriate conduct when interacting with students, staff, families, and members of the public.
- Attend required safety, driver, and organizational training.
- Follow all Rancho Cielo policies, procedures, safety standards, and directives.
- Perform other transportation-related duties as assigned.

QUALIFICATIONS

- High school diploma or equivalent preferred.
- Valid California Class B or C license with passenger endorsement.
- Must meet applicable medical certification requirements.
- Must have a satisfactory driving record and meet Rancho Cielo's driver eligibility requirements.
- Ability to successfully complete required background checks and fingerprinting.
- Ability to successfully complete required pre-employment and ongoing drug and alcohol testing, where applicable.
- Ability to communicate effectively and professionally with students, staff, and the public.
- Demonstrated ability to exercise good judgment and remain calm in stressful situations.
- Dependable and punctual with a strong commitment to student safety.
- Ability to follow written and verbal instructions and established transportation procedures.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

- Work is performed primarily while operating a school bus or other authorized Rancho Cielo vehicles, as well as outdoors on the Rancho Cielo campus and at various destinations.
- Work may involve exposure to varying weather conditions, including heat, cold, rain, wind, and sun.
- Regular exposure to traffic, road noise, vehicle exhaust, and other typical transportation-related conditions.
- Work may require early morning, afternoon, evening, or occasional weekend hours depending on student transportation and programming needs.
- The position involves regular interaction with Rancho Cielo students, staff, and members of the public.
- The employee is expected to maintain a professional, calm, and respectful demeanor when interacting with students and others.
- Work requires adherence to strict safety procedures and the ability to respond appropriately to unexpected situations or emergencies.
- The position also involves routine cleaning and washing of assigned buses, including working around cleaning supplies, water, and outdoor conditions.
- Ability to sit for extended periods while operating a school bus.
- Ability to enter and exit a school bus repeatedly using stairs.
- Ability to walk, stand, bend, stop, kneel, reach, and twist as necessary to perform job duties.
- Ability to perform pre-trip and post-trip inspections, including visually inspecting various areas of the vehicle.
- Ability to wash and clean the interior and exterior of buses, including sweeping, vacuuming, wiping surfaces, removing trash, and performing other routine cleaning activities.

- Ability to safely handle and use routine cleaning supplies and equipment.
- Ability to lift, carry, push, and pull materials and equipment associated with transportation and vehicle cleaning duties.
- Ability to maintain sufficient visual and auditory awareness to safely monitor passengers and surrounding traffic.
- Ability to respond quickly and appropriately in the event of an emergency.
- Ability to perform duties in varying weather and environmental conditions.

To apply, please visit www.indeed.com. In the search bar, type “Bus Driver and enter “Rancho Cielo” in the company or location. Click on Apply” and follow the instructions to submit your application and upload your resume.

Rancho Cielo is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.