



First Presbyterian Academy Greenville, SC

Job Title: Bus Driver
Supervisor: Chief Operations Officer
Subordinate(s): None
Part/Full-Time: Part Time
FLSA Status: Non-Exempt

POSITION OVERVIEW:

Reporting to the Chief Operations Officer, the Bus Driver is responsible for safely transporting students to and from designated locations while ensuring a high level of safety. The bus route runs morning and afternoon.

GENERAL CHARACTERISTICS FOR EMPLOYMENT AT FPA:

- A committed follower of Jesus Christ who loves children and desires to see them walk in the truth.
- Passionate about living out his/her calling through the Christian education of our children.
- Eager to serve in a Christian learning environment, modeling Christlikeness through his/her diligence, perseverance, resilience, patience, courage, and Christian discipleship.
- In agreement with the Statement of Faith and Personal Lifestyle Statement as found on the FPA website (www.firstpresacademy.com) page.
- Devoted to personal and professional excellence and is willing to pursue professional development opportunities that facilitate growth.
- A member in good standing at a local evangelical church.
- Committed to the goal of giving a good report with regards to the school and community and determined to live out the biblical principles of reconciliation spelled out in Matthew 18 when disagreement arises.

QUALIFYING CHARACTERISTICS:

- Ability to understand and follow written and verbal instructions.
- Basic understanding of bus safety practices.
- Is committed to maintaining the appropriate degree of confidentiality and professionalism.
- Has excellent communication and interpersonal skills.
- Understands the importance of effective and professional communication with various constituents such as faculty/staff, administration, students, and parents.
- Has a calm disposition with a customer service mindset.

ESSENTIAL DUTIES:

- Safely transporting students to or from designated pick-up and drop-off locations.
- Ensuring students are safely released to an authorized chaperone or escorted securely into the school.
- Supportive of the whole FPA community and works collaboratively in team-oriented environments with parents, students, fellow teachers, and administrators.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- 3+ year school or activity bus driving experience preferred
- High School diploma or equivalent required.
- CDL Class B preferred, with P & S endorsements
- Clean DMV record, past 10 years (clean = no major violations)
- SC DOT medical card on file or able to obtain medical card.
- Comfortable interacting with younger elementary age children.
- Joyful, pleasant personality.

PHYSICAL REQUIREMENTS:

- Must be able to evacuate students over uneven terrain and in varying weather conditions during emergency situations.
- Ability to lift 50lbs. and be able to lift 25lbs. repeatedly.
- Ability to walk over a variety of terrains and surfaces, such as sloped metal roofs, stairs, etc.
- Ability to stoop, bend and maneuver in limited spaces as needed.
- Must be able to see and read English text to perform essential job functions, such as reading road signs/instructions.

- Must be able to hear and communicate effectively in order to exchange information, respond to inquiries, and provide clear instructions in person, over the phone, and through other communication methods.

Note: First Presbyterian Academy is a tobacco-free campus.

Revised 4/28/26