



Join our JP II Cardinal Family *Transportation Coordinator (Part-Time)*

John Paul II High School is a next generation Catholic college preparatory high school serving families in the DFW area. Founded in 2005, JP II is committed to forming the next generation of effective and ethical servant leaders in our community and the world. Our formative education of the whole person; academic, spiritual, emotional, and physical, leads to personal transformation. Please visit our website ([here](#)) to find out more about our mission, vision, and unity statement.

Position Requirements

Knowledge, Skills, and Abilities:

- Current CDL with school bus endorsement.
- Thorough knowledge of Collin County and surrounding counties.
- Skill in the safe operation of a school bus.
- Ability to detect malfunctioning equipment.
- Ability to assist children using patience and understanding.
- Ability to establish and maintain effective working relationships with school administrators, personnel, parents, and students.

Education and Experience:

- Must possess a high school diploma or GED.
- Meet school bus driver certification requirements in the state of Texas.

Physical Requirements Specific to the Job:

- Prolonged periods of driving and sitting at a desk working on a computer.
- Must be able to lift up to 15 pounds at times.

Essential Duties and Responsibilities of the Position

- Monitors bus driver training requirements. Verifies that all drivers are properly qualified and correctly licensed. Ensures that drivers are familiar with all aspects of their assigned duties.
- Maintains accurate records of all transportation department transactions and drivers' expenses.
- Ensures that buses are correctly maintained and schedules any needed service or repairs. Coordinates and assists in transporting buses to and from service centers.
- Ensure that all transportation activities conform to Diocesan and JP IIHS guidelines related to transportation.
- Prepares and updates schedules and bus routes as needed. Provides routing information to students, parents, and administrators. Serves as the lead point of contact for communicating bus route information to families.

- Collaborates with the Administrative Assistant to Athletics with the scheduling of buses and drivers.
- Submits timely financial reports, maintenance records, and inventories as needed.
- Participates in transportation staff selection and orientation processes.
- Has a current CDL Certification.
- Point of contact for all transportation-related issues, crises, and emergencies.
- Other duties as assigned.

We are open to learning more about your unique background that may contribute to meaningful alternatives to the above qualifications.

Letter of interest, current resume and significant accomplishments to:

Mr. Mark Crawford
Director of Human Resources
markcrawford@johnpaulihs.org

Interviews conducted as needed.