

Position Description: School Van Driver

Kawaikini New Century Public Charter School

Job Description: School Van Driver

Job Summary: The Van Driver provides superior, friendly, efficient service in transporting students to and from Kawaikini Charter School and their neighborhoods in a safe and timely manner. Establishes and maintains clear communications with the administrative team to ensure a consistent, superior level of service. Performs all responsibilities with a focus on the needs of the students and in accordance with Kawaikini's Beliefs and Employee Expectations.

Objective: To transport students to and from Kawaikini Charter School and their neighborhoods in a safe and timely manner.

Minimum Qualifications (Required):

- *Must have a High School Diploma or G.E.D. required
- *Must be at least 21 years of age
- *Must have minimum of 6 months bus driving experience transporting passengers
- *Must be able to lift a minimum of 50 lbs to assist students and others
- *Must have a satisfactory driving record
- *Must be authorized to work in the United States and not require work authorization sponsorship by Kawaikini NCPCS for this position now or in the future

Other Qualifications (Desired):

Experience

1. Previous experience working with students
2. Experience in a Hawaiian language environment
3. Charter School experience
4. Other education/training that will benefit the school

Skills, Knowledge, and Ability

Skills:

1. Word processing, internet-based programs, and other computer applications.
2. Excellent written and oral communication skills

Demonstrated ability to:

1. Incorporate Hawaiian values into instruction
2. Motivate students to achieve their greatest potential
3. Work with fellow teachers/staff to create a supportive environment

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4. Communicate effectively with both parents and students
5. Represent the school positively in the Hawaiian community and the community at large
6. Be flexible and creative in addressing problems that arise

Knowledge of:

1. Native Hawaiian History, values, culture, and practices
2. Hawaiian language and bilingual education

Duties & Responsibilities:

1. Provide customer service including greeting, giving direction to incoming and exiting students and thanking students.
2. Provide respectable, safe, clean and comfortable transportation.
3. Ensure that the bus is mechanically sound and that all required preventive and scheduled maintenance has been performed.
4. Obey traffic regulations, use defensive driving skills and drive with seatbelts fastened.
5. Assist students as needed.
6. Operate radio/phone in a professional manner using codes to keep school and others informed of traffic and location status.
7. Inspect the bus for damage and ensure that all equipment is in working order. Inform manager of any maintenance and/or safety hazards.
8. Follow route and bus spacing as required by location busing standards.
9. This position does not require a commercial drivers license (CDL) but is subject to DOT requirements including a pre-employment drug test and physical.

Start date: As soon as possible

Recruitment and Appointment: Recruitment is ongoing. (Review of applications to continue until the position is filled).

Salary: \$20/hr

To apply: Submit a complete application to Kawaikini NCPCS, 3-1821 J Kaumuali'i Hwy. Līhu'e, Hawai'i 96766.

A complete application includes:

- (1) Noi Hana Application (available at www.kawaikini.com)
- (2) Letter detailing your qualifications to work in a Hawaiian language program in the position you are applying for;
- (3) Current resume;

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(4) Current Driving Abstract, proof of driver's license and any other required licenses of the position;

(5) If you do not meet the minimum qualifications for the position, explain why you feel you should be considered for the position. All requested documents become the property of Kawaikini NCPCS.

(You can also fill out the application online: www.kawaikini.com > "Kawaikini; About Us" tab > Employment Opportunities).

Inquiries: (808) 632-2032