



St. Patrick's Academy

Job Description: Lead Bus Driver & Fleet Maintenance Technician

Reports To: Principal (Sean Donnelly) and Activities Director (Jamie Stevens)

Employment Term: Seasonal/Year-Round as Scheduled

Work Schedule: Varies; majority of drives occur from late August through May, with occasional summer drives. Expected weekly maintenance is 4 hours.

Location: Serves all three St. Patrick's Academy Schools (Grades K-12)

Job Summary & Duties: The Lead Bus Driver & Fleet Maintenance Technician is responsible for safely transporting students, staff, and patrons for school-related events including athletics, activities, field trips, and rentals. This position also oversees the fueling and basic maintenance of the transportation fleet, which includes school buses, a suburban, and a driver's education vehicle. They will ensure all transportation operations are conducted in a safe, timely, and reliable manner while maintaining compliance with all Montana Department of Transportation (DOT) regulations and certifications.

Key Responsibilities:

Driving Duties:

- Drive school buses for Athletics, Activities, Field Trips, Rentals and other drives as assigned by the Principal or Athletic Director
- Available to drive Monday through Saturday with occasional Sunday rentals
- Drives occur throughout the school year (late August through May) with some summer assignments for rentals

Fleet Maintenance:

- Maintain operational readiness of all fleet vehicles, including:
 - School buses (multiple), suburban and Driver's Education car
- Ensure all vehicles are fueled at all times
- Perform regular vehicle checks and coordinate with the Activities Director regarding mechanical needs or service requests
- Maintain weekly maintenance tasks (approximately 4 hours per week)
- Keep buses clean inside and out

Administrative Duties:

- Accurately complete and submit time sheets to the Activities Director
- Maintain detailed maintenance logs and fuel records
- Communicate vehicle issues promptly and professionally

Required Qualifications:

- Valid Montana Commercial Driver's License (CDL) with:
 - Passenger endorsement
 - School bus endorsement
 - Air brake endorsement
- Current DOT health and wellness certification
- Excellent driving record with commitment to safety
- Ability to pass a background check and complete yearly Safe Environment Training
- Strong communication and organizational skills
- Ability to work flexible hours, including evenings and weekends
- Willingness to represent the Catholic school system in a professional and courteous manner