



**St. John's Northwestern Academies
Job Description
2021**

Job Title: SJNA Driver

Department: Resident Life

Position reports to: Transportation Coordinator

FLSA Status (Exempt/Non-Exempt): Non-Exempt

Full-time/Part-time: Part-time

Position Summary: Drive students to and from medical appointments, off campus academics, and travel for leaves. Emphasis is on prompt and safe delivery to all destinations.

RESPONSIBILITIES

Essential Duties:

- Provide transportation of students during the school day, as well as in the early mornings and late nights in SJNA vehicles.
- On call one weekend per month.
- Maintain cleanliness of SJNA vehicles, make note of service needs as applicable.
- Monitor gas and mileage for vehicles, and manage receipts for billing purposes.
- Monitor student's behavior, reporting all infractions to the Transportation Coordinator.
- Act as guardian to unaccompanied minors at the airport.

QUALIFICATION REQUIREMENTS

Skills:

- Good knowledge of Metro-Milwaukee area
- Ability to manage high traffic situations
- Familiarity with the Milwaukee Airport and Amtrak station

Education/Experience:

- Clean driving record.

Certificates, Licenses, Registrations:

- CDL license a plus.

Interested applicants please email resumes to careers@sjnacademies.org