



# WILLOWS ACADEMY

1015 Rose Avenue, Des Plaines, Illinois 60016

[willowsacademy.org](http://willowsacademy.org)

## Morning Shuttle Bus Driver Job Description

Willows Academy has openings for Shuttle Bus Drivers. Primary duties will be to transport students to the school safely. We expect our drivers to be friendly, helpful, and professional at all times. Prior shuttle bus driving experience is a plus. CDL is not required.

## Duties and Responsibilities

- Pick up students and transport them from the designated pick up point to the parking lot at Willows Academy in the morning of each school day
- Maintain a friendly and helpful demeanor at all times
- Advise the school of any violations of bus regulations to which riders are subject
- Follow all traffic rules and regulations

## Requirements and Qualifications

- High school diploma or GED certificate
- Must be at least 25 years of age
- Valid Illinois driver's license / clean driving record
- No CDL required
- Available school day mornings from 6:00 am until 9:00 am.
- Must be reliable and timely
- Ability to pass a background check, drug test and other required items required for working at a school.

## Compensation

- Guaranteed 3 hours per day at an hourly rate of \$25 per hour.

## Mission Statement

Willows Academy challenges young women to transform society for the good. In partnership with parents, we facilitate the development of their character, intellect, and love of God. Guided by the teachings of the Catholic Church, we focus on providing a rigorous liberal arts curriculum, personalized mentoring, and vibrant student life.

Interested candidates should submit a letter of interest to [employment@willowsacademy.org](mailto:employment@willowsacademy.org)