



NEW ENGLAND INNOVATION ACADEMY

Job Description

Job Title: School Van Driver/Custodian
Department: Buildings & Grounds
Reports To: Housekeeping & Transportation Manager
FLSA Status: Non-Exempt
Revised: October 2026

Position Summary

New England Innovation Academy seeks a dependable, safety-minded team member to serve as both a School Van Driver and Custodian. The position covers two blocks of work each day: a morning block (student transportation and early custodial duties) and an afternoon/evening block (facility cleaning and student transportation). The ideal candidate is friendly with students and families, takes pride in a clean and welcoming campus, and understands that safety comes first in everything they do.

Typical Schedule (Split Shift)

Block	Hours	Primary Duties
Morning	6:30 am - 11:00 am	Vehicle inspection, morning van route, common-area readiness, facility cleaning, and event set up/breakdown.
Unpaid break	11:00 am - 4:00 pm	Off duty
Afternoon/Evening	4:00 pm - 7:30 pm	Facility cleaning, closing duties and afternoon van route, athletics or activity runs as needed.

Hours may vary with the school calendar, early dismissals, field trips, and special events. Occasional evening or weekend event support may be required with advance notice.

Candidates must possess a School Pupil Transport License (7D Certificate) or willing to be certified. Individuals must have their driver's license for at least 3 years in order to be eligible for the 7D certificate. This is a split shift position. The schedule is Monday - Friday 6:30 AM - 11AM and 4:00 PM-7:30 PM. This is a full time position and eligible for benefits. This is a full year (12 month) position. The pay range for this position is \$20-24 per hour.

In all work activities and actions, NEIA employees are expected to embody NEIA's principles of empathy, equity, personalization, authentic work, and collaboration.

Essential Duties and Responsibilities include, but are not limited to, the following:

Student Transportation

- Safely transport students on assigned routes, field trips, and athletic or activity runs in school vans
- Complete pre-trip and post-trip vehicle inspections and log any defects or maintenance needs immediately
- Follow all traffic laws, school transportation policies, and route schedules
- Ensure all passengers are seated, buckled, and behaving safely during transit
- Take accurate attendance and confirm each student is released to an authorized person or location
- Maintain a calm, respectful, and positive environment with students and families
- Keep vehicles clean, fueled, and ready for service; report mileage and fuel use
- Respond appropriately to emergencies, accidents, illness, or behavior concerns, report incidents to administration promptly, and submit appropriate documentation as needed
- Be attentive to traffic and weather conditions while staying on schedule and ensuring the safety of the students.
- Reports delays, accidents, or other conditions that may affect safety or timely arrivals/departures.

Custodial and Facility Care

- Clean and sanitize classrooms, restrooms, hallways, offices, cafeteria or common areas, and entryways
- Sweep, mop, vacuum, dust, empty trash and recycling, and restock supplies
- Perform daily and periodic deep-cleaning tasks (floors, windows, high-touch surfaces)
- Set up and break down tables, chairs, and equipment for assemblies, meetings, and events
- Handle basic grounds tasks such as clearing entrances and walkways, including snow and ice removal as needed
- Report maintenance issues, safety hazards, and repair needs to the Facilities Manager
- Follow proper use, labeling, and storage of cleaning chemicals per safety data sheets (SDS)

General

- Support a safe, welcoming, and professional school community
- Maintain confidentiality regarding students, families, and school matters
- Perform other duties as assigned by the supervisor

Supervisory Responsibilities: The School Van Driver/Custodian does not supervise any other employees at NEIA.

Education and/or Experience

- High school diploma or equivalent.
- Must be 21+ years of age.
- Must be able to pass background checks prior to hire including a thorough driving background check for each state where a driver's license was issued.
- Valid driver's license with satisfactory driving record.
- School Pupil Transport License (7D Certificate) preferred.

- Ability to obtain any state-required endorsements or certifications for transporting students, if applicable (e.g., [CDL with P/S endorsements if required for vehicle size],
- CDL with Passenger Endorsement and School Bus Endorsement a plus.
- CPR/First Aid Certified.
- Must speak English.
- At least 3 years of driving experience.

Qualifications

- Ability to follow written and verbal instructions and work independently
- Reliable availability for both shift blocks
- Ability to pass an annual physical to obtain or renew a 7D School Pupil Transport License.
- Ability to follow and adhere to the rules of the road responsibly, maintaining safety at all times.
- Reliable and punctual.
- Ability to communicate effectively and clearly with students, parents and staff.
- Ability to work with professionalism, discretion, sound judgment, equity, honesty, and personal accountability at all times.
- Ability to complete a pre and post trip inspection.
- Ability to react calmly and appropriately in stressful/emergency situations.
 - Excellent critical thinking, problem solving, and decision making skills.
 - Ability to perform First Aid and CPR during training and during an actual emergency.
- Receptive to change.
- Ability to remove snow and ice from the vehicle during a winter weather event.
- Ability to be flexible in assignments and work hours is a plus.

Physical Requirements

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- Regularly enters and exits the vehicle routinely, safely and without difficulty.
- Ability to lift and carry up to 75 pounds, and push or pull carts, equipment, and furniture may occasionally be required.
- Frequent standing, walking, bending, kneeling, climbing stairs, and reaching.
- Ability to sit for extended periods while driving and to enter and exit a vehicle repeatedly.
- Exposure to cleaning chemicals, dust, noise, and outdoor weather conditions.
- Ability to maintain alertness and good judgment while driving and supervising children.
- Regularly required to assist students on board and off board the van in the case of an emergency.
- Regularly required to bend, lift, push, kneel, crouch, crawl, stoop.
- Regularly required to use hands to finger, handle, feel and/or reach.
- Hearing and speaking to understand and exchange information in person or on the telephone.
- Speaks clearly so listeners understand.
- Uses hands and fingers for manipulation, and performs first aid and CPR.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.
- Regularly exposed to seasonal temperatures and outside weather conditions.

Nothing in this job description restricts NEIA's right to assign or reassign duties and responsibilities to this position at any time.

Interested candidates are asked to send a cover letter and resume to careers@neiacademy.org with the subject: School Van Driver/Custodian.

We are unable to respond to phone or email inquiries. To learn more about New England Innovation Academy, please visit our website: <https://neiacademy.org>