



**INTERNATIONAL
COMMUNITY
SCHOOL**

Job Title: School Bus Driver

Employer's Name: International Community School

Employment Start Date: December, 2024

School/Campus: Accra Campus

ABOUT THE SCHOOL:

International Community School Ghana is a world-class institution providing students with an inclusive holistic and international education needed to succeed in college/university and become patriotic leaders.

We educate confident, responsible and engaged learners from pre-school through to high school. Our students take the Cambridge International Exams, IGCSE and the AS/A Level Exams.

THE POSITION:

We are looking for a conscientious school bus driver to join our formidable team to transport students to and from school. He will also be responsible to drive students to and from extracurricular events while ensuring students safety. This person will be responsible for ensuring proper vehicle maintenance and observe traffic rules as well as maintain order with passengers on the bus.

KEY RESPONSIBILITIES:

- Engages with students as they enter and leave the bus
- Ensures orderliness on the bus
- Transports children and other passengers to and from school
- Obey all traffic laws to ensure students arrive to their destination safely
- Maintains a clean and mechanically sound bus at all times
- Ensures the safety of all students when entering and leaving the bus
- Assists students with getting on and off the bus as needed
- Communicates to mechanics all defects and maintenance needs. Performs post-trip inspection to check for vandalism, lost articles or sleeping students.
- Responsible to make stops at authorized locations and transport only authorized passengers.

- Performs any other responsibility as assigned

EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

- Minimum qualification of West African Senior School Certificate Examination (WASSCE)
- Proven years of experience as a professional bus driver with a standard driver's license ('F')
- Clean driving record with no at-fault accidents or traffic citations within the last five years

- Experience in a customer service role
- Ability to carry out assigned route on time
- Approachable with excellent interpersonal skills and a good sense of humour
- Diplomatic and culturally sensitive
- An excellent communicator (verbal and written)
- Dedicated, reliable and demonstrate integrity
- An outstanding organizational skill

Application Instructions:

NOTE:

Kindly submit your CV, cover letter, certificates, a letter of recommendation from your current Head and contact of two references who will be contacted if shortlisted to hr@icsghana.info. Only shortlisted applicants would participate in the interview. All appointments are subject to identity checks, criminal record checks and successful references.

