



**Physical Address:**  
18665 Conference Center Drive, Leesburg, VA 20176

**Mailing Address:**  
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## Job Description

**Job Title:** Full-time Commercial Driver's License Driver

**Reports to:** Principal of the Aurora School

**Summary:** Responsible for coordinating trips and driving all students and staff on Community Based Instruction (CBI) trips. This is a full-time position not to exceed 30 hours per week. The Aurora School is a 12-month day program that provides a collaborative and innovative learning environment for students 5-22 years of age with Autism and other developmental disabilities.

**Schedule:** 08:30AM – 02:30PM, Monday through Friday

## Job Responsibilities

- Maintains a calendar of Community-Based Instruction (CBI), and ensures all staff have updated schedules
- Ensure all vehicle maintenance from pre- and post- trips are properly filled-out and filed
- Maintain a valid CDL Driver's License
- Responsible for monitoring all essential supplies on the vehicles
- Assist in managing and compiling monthly mileage reports
- Ensure compliance with all Department of Education requirements
- Other job-related duties and responsibilities as assigned by the supervisor
- Conduct emergency evacuation drills 2x a year
- Support the team in monitoring students in the school or the community
- Help the team with completing tasks related with keeping the students monitored, helping with simple completion of daily routines (such as the lunch routines, arrival routines, and bathroom routines)

## Required Qualifications (Essential Experience /Knowledge, Skills & Abilities)

- Flexibility with daily routines
- Good time management and organizational skills
- Proficiency in Microsoft Office, including Word and Excel
- Experience working in a school environment
- Experience driving a school bus

## Education Requirements

Revised September 2021



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- **Education:** High School Diploma Preferred
- **Certification/License:** CDL Driver's License

### Desired Qualifications (if applies)

### Professional Development and Training

- Attend all mandatory staff and team meetings
- Attend monthly trainings and professional development opportunities presented by the school, as required
- Complete Aurora Specific trainings during an initial 90-day probationary period from start date
- Complete other trainings related to field as assigned by the supervisor

### Physical Requirements

- Standing and walking for extended periods of time
- Frequent change in position from sitting to standing to walking
- Ability to bend, reach, and hold objects

### Benefits

- Paid Personal days, along with paid school holidays and closures (follow LCPS)
- Medical, Dental, Vision, Life available  
Date