



**Diocese of Laredo
Job Announcement**

Posting Date: July 5, 2019

Application Deadline: Until Filled

Position: Bus Driver	FLSA Classification: Non-Exempt
Minimum Requirements: Two years of experience in driving a bus and a good driving record. Demonstrated ability to work effectively and collaboratively with culturally diverse populations of clients, care providers, families and community members. Ability to function under pressure. Communicate well in English and in Spanish, preferred. Must be able to work in varying temperatures and environments.	
Start Date: Immediate	Location: Catholic Charities of Laredo La Frontera Shelter, 1616 Callaghan St., Laredo, TX
Position Status: Part-Time, Temporary (6 mos.)	Work Schedule: Sun-Sat., Varying/Rotating Shifts

Position Summary:

The Bus driver is responsible for the transportation of migrants to local designated destinations.

Essential Duties, Functions and Responsibilities: (complete job description available at the HR Office)

- Drive the shelter bus
- Follows local and state driving laws
- Ensures compliance with shelter regulations, guidelines, policies and procedures
- Prepare daily reports and communicates regularly with Shelter Manager

Additional Knowledge, Skills, and Abilities, Certifications or Licenses:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation (Texas driver license requirement applies to applicants from Texas)
- Ability to maintain a professional and positive attitude while performing the duties of the position

RESUMES ARE NOT ACCEPTED. EMPLOYMENT APPLICATION IS REQUIRED FOR CONSIDERATION.

For Employment Application, visit <https://www.dioceseoflaredo.org/employment-opportunities>

For additional information, please contact:

Office of Human Resources
Diocese of Laredo
1901 Corpus Christi St.
Laredo, Texas 78043
(956) 764-7867

Benefits: Part-time employees are eligible for limited benefits, upon completion of applicable waiting period. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

We are the Diocese of Laredo!

The diocese reserves the right to revise, rescind or extend this job announcement