

THE MISSISSIPPI SCHOOL FOR MATHEMATICS & SCIENCE

1100 COLLEGE STREET MUW-1627 COLUMBUS, MISSISSIPPI 39701 Main Office (662) 329-7670



ANNOUNCEMENT OF VACANCY – APRIL 2025

TRANSPORTATION ASSISTANT

The Mississippi School for Mathematics and Science is accepting applications for the position of Transportation Assistant. The Transportation Assistant has the primary responsibility for ensuring the health, safety, and welfare of the students, staff, and volunteers during bus transportation to and from assigned locations. It is the role of the Transportation Assistant to guarantee that the bus is always clean and in proper working condition; determine and follow safe and efficient routes; and maintain all transportation records.

The Mississippi School for Mathematics and Science is a public, residential high school for academically talented eleventh and twelfth grade students located on the campus of the Mississippi University for Women, Columbus, Mississippi. For more information about MSMS, please visit <http://www.themsms.org>.

RESPONSIBILITIES

- Arranges for and ensures completion of routine maintenance of all buses, transporting them to and from maintenance and/or repair facilities.
- Ensures all buses have full fuel tanks.
- Completes daily bus inspections, reporting any conditions of concern to the Director for Student Affairs.
- Keeps inside and outside of buses clean and free of debris.
- Routinely inventories bus emergency and first aid supplies and equipment, and reports needs to the Director for Student Affairs.

DESIRED SKILLS/CHARACTERISTICS

- Excellent interpersonal skills
- Effective communication skills (oral and written)
- Strong work ethic and responsibility
- Basic computer skills (i.e. experience working with databases, Microsoft Office, social media, etc.)
- Maturity and professional attitude
- Organized
- Self-Motivated

MINIMUM REQUIREMENTS

1. High School diploma or equivalent
2. Valid Class B Driver's License with **P**assenger and **S**chool Bus endorsements
3. Valid Mississippi School Bus Driver Certificate issued by the Mississippi Department of Education Division of Pupil Transportation
4. Medical certification confirming that the driver is physically qualified to perform the work of a school bus driver
5. Successful completion of pre-employment drug and alcohol test
6. Certification in First Aid and CPR for all age groups transported.
7. Clear criminal background check and child abuse registry check

POSITION DETAILS

1. Salary: \$25,200
2. 10-month position with the opportunity to drive overnight trips, making a flat-rate for each trip.
3. This position requires flexibility; each week may be different based on the driving assignments. Some nights and weekends will be required.

An Opportunity for Excellence

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4. Mississippi state insurance and retirement benefits.
5. The reporting date will be on or before **August 1, 2025**.

To start the application process, a candidate should submit a resume with references included and a cover letter to business@themsms.org. All applicants will be acknowledged but only selected candidates will be invited for an interview. **Screening of application materials will begin on May 1, 2025.** The position will remain open until filled.

For more information, contact:

Office of the Executive Director
Mississippi School for Mathematics and Science
1100 College Street, MUW-1627
Columbus, MS 39701
business@themsms.org
(662) 329-7674

THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE IS AN EQUAL OPPORTUNITY EMPLOYER.