

BUS OPERATOR

QUALIFICATIONS

High School Diploma or GED; ability to interpret oral or written communication; ability to secure and maintain bus operator's license; ability to pass bus operator's physical per current WV School Bus Transportation Policy 4336 and Procedures Manual.

SUPERVISOR

Transportation Supervisor

CLASSIFICATIONS

A bus operator is hired to operate school buses and other school transportation vehicles as provided by the State Board of Education and outlined in the current WV School Bus Transportation Policy and Procedure Manual.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities shall include but not be limited to:

1. Perform emergency evacuation drills and inform students on rules and safe riding habits (minimum of twice yearly);
2. Follow county established procedures in maintaining discipline;
3. AT the end of each school term, wash, and clean assigned school bus;
4. Prior to presenting the assigned bus for an oil change and lubrication, hose the underneath section of the bus;
5. Attend and participate in all meetings as directed by the Transportation Supervisor and/or County or State administrative personnel;
6. Perform all duties in a safe, legal, and courteous manner;
7. Demonstrate a positive attitude and behavior towards students, parents, and co-workers;
8. Assist and supervise students with wheelchairs on and off the bus;
9. Operate and perform safety checks on wheel chair locks and lifts on the bus;
10. Perform pre and post bus inspections before and after each run in accordance with WV School Bus Transportation Policy and Procedures Manual.

PERFORMANCE STANDARDS

1. Reports to work on a regular basis at the time(s) scheduled for the performance of their duties;
2. Observes all rules and regulations as per their job classification;

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3. Accepts responsibility in a cooperative manner;
4. Performs assigned duties efficiently with/without close supervision;
5. Performs assigned reports and records carefully and accurately;
6. Follows direction and uses good judgment;
7. Demonstrates evidence of good personal hygiene;
8. Attends/participates in professional development programs;
9. Demonstrates knowledge of school bus transportation duties, rules, and regulations;
10. Follows WV Bus and Employee Code of Conduct.

PHYSICAL DEMANDS

While performing the duties of this position, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands and fingers, handle, feel, and reach with arms and hands. The employee is occasionally required to stoop, kneel, crouch, and crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, color vision, depth perception, distance vision, and ability to adjust focus. The employee meets the physical requirements in WV Policy 4336.

EVALUATION

Probationary employees will be formally evaluated in writing a minimum of twice annually; continuing contract personnel shall be evaluated in writing a minimum of once annually. Evaluations will be performed by the employee's immediate supervisor and a county level administrator.

This job description contains facts considered essential to describing and evaluating job performance fairly and equitably. This job description should not be construed as detailed statements of all the work required to be performed.

Source: Board of Education Minutes

Adopted: 1985

Revised: 6/9/2015; 2/23/2010; 4/2008; 1987