JOB DESCRIPTION

TITLE: **Bus Operator**

DEFINITION:
"Bus Operator" means personnel employed to operate school buses and other school transportation vehicles as provided by the State Board of Education.

QUALIFICATIONS:

1. Must be 21 years of age;
2. Must have at least three years' experience as a licensed driver;
3. Must hold a valid Commercial Driver's License ("CDL") with school bus endorsement and passenger endorsement;
4. Must be able to pass Department of Transportation ("DOT") physical and pre-employment DOT drug and alcohol test;
5. Must be able to pass and annual DOT physical;
6. Must be able to attend and pass the West Virginia Department of Education Substitute Bus Operator Course written and skills test; and
7. Must be able to pass federal and state background checks.

REPORTS TO: Director of Transportation, Transportation Manager, and Assistant Manager of Transportation Services

JOB GOAL: To ensure the safe, efficient, and timely transportation of students to and from school by operating the school bus in accordance with all traffic laws, safety regulations, and state and county policies. The school bus driver will prioritize student safety, maintain a clean and well-maintained vehicle, and foster a positive, respectful environment on the bus. Additionally, the driver will collaborate with school staff and parents to address transportation-related issues, as needed, and contribute to the overall smooth operation of the county's transportation system.

CONTRACT TERM: 200 days. Salary will be established by the Monongalia County Board of Education on an annual basis.

EVALUATION: Job performance will be evaluated in accordance with the Monongalia County Board of Education Staff Evaluation Policy.

ESSENTIAL JOB FUNCTIONS:

1. Perform all duties as outlined in West Virginia Board of Education Policy 4336.
2. Operate transportation vehicles in accordance with time schedules and routes assigned by the Transportation administration.
3. Clean interior of vehicle and remove trash daily.
4. Wash outside of vehicle weekly, except during periods of prolonged cold weather.
5. Perform Pre-Trip Inspections before each assigned run.
6. Perform Post-Trip Inspections after each assigned run.

7. Follow all restrictions and limitations on the use of buses set forth by the Transportation administration, and county and state policies.
8. Promote a positive and respectful environment on the bus by actively managing student behavior. Collaborate with students to reinforce and encourage adherence to expected bus conduct.
9. Maintain a current and precise roster of students for each bus route, promptly updating records when ridership changes. Ensure prompt communication with Transportation administration regarding any changes to ridership.
10. Notify Transportation administration immediately if the bus is overloaded.
11. Report any potential hazards along bus routes to Transportation administration.
12. Alert Transportation administration if you are running late or unable to access a portion of your route.
13. Install proper chains as needed to meet road conditions.
14. Report any unusual circumstances to the Transportation administration.
15. Other duties as assigned by administration.

NON-ESSENTIAL JOB FUNCTIONS:

1. Maintain positive work habits.
2. Perform duties efficiently and productively.
3. Maintain and upgrade skills.
4. Maintain a clean and orderly work area.
5. Maintain positive public and employee relations.

PHYSICAL DEMANDS: The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, and sit. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The employee is exposed to conditions of the school bus (heat and humidity), and the outside weather conditions.

JOB DESCRIPTION REVIEW: This job description will be reviewed annually.

All job descriptions will contain the information and facts considered to be essential to describing and evaluating job performance fairly and equitably. They should not be construed as detailed statements of all of the work required to be performed.