HANCOCK COUNTY SCHOOLS
NEW CUMBERLAND, WV 26047

Salary based on experience and education level per HCBOE salary schedule plus competitive benefits package equal to approximately 44% of direct compensation.

BUS OPERATOR

TITLE: Bus Operator means personnel employed to operate school busses and other school transportation vehicles as provided by the state board of education.

QUALIFICATIONS: Must have a valid Commercial Driver's License and a good driving record. Must be able to understand written and verbal instructions. Must have no physical handicap that would impair driving ability. Should have some experience in the operation of a medium to heavy vehicle on public highways during peak traffic hours. Working knowledge of basic emergency first-aid. Must be able to understand and work with all school age children. High school education or equivalent preferred.

REPORTS TO: Director of Transportation and/or appropriate supervisor, Superintendent or designee

JOB GOALS: Responsible for the safe and timely transportation of students to and from school by maintaining an orderly and disciplined bus environment. Skill in the safe operation of motor vehicles.

PERFORMANCE RESPONSIBILITIES:

A. Performs duties efficiently and productively.

- Inspects and checks driving condition of school bus before each run.
- Transports students to and from the school daily in prescribed area.
- May assist in carrying handicapped students from their home to bus and securing students in their seats.
- Keeps daily log of miles per trip and number of children transported.
- Daily prepares the bus for safe and functioning operation.
- Sweeps the bus daily. Washes and otherwise cleans the bus weekly.
- May assist supervisors in scheduling of bus runs, in record keeping and dissemination of information.
- Reports the names and addresses of students riding the bus and prepares monthly passenger log from their list.

- Prepares a monthly report for the Director of Transportation summarizing mileage, maintenance, extra-curricular trips, gasoline and oil consumption and passengers transported.
- Follows county policy and procedures.
- Performs other related tasks as assigned by supervisor.
- Lifting and moving minimum of 50 lbs.
- Pushing and pulling minimum of 50 lbs.
- Bending and kneeling is required when necessary.
- Climbing is required to board bus.
- Reports mechanical problems on time to proper authority.
- Reports all accidents and completes required reports.
- Obey all traffic laws.
- Observe all Federal, State and Local safety regulations for school buses.
- Maintain discipline, within county policy and guidelines, when students are on the bus
- Report to proper authorities any student involved in misconduct.
- Adhere to time schedule.
- Discharge students only at stops authorized by the Director of Transportation.
- Transport only students authorized to ride the school bus.

B. Maintains and/or upgrades skills.

- Participates in required in-service training.

C. Maintains positive work habits.

- Have the ability to develop and maintain an effective working relationship with others.
- Maintains positive work attitude and habits.
- Maintains a professional appearance.
- Is the punctual and minimizes absences
- Takes initiative in performing assigned tasks
- To promote positive public communications
- To perform duties efficiently and productively

EVALUATION: Performance of this job will be evaluated **twice a year for employees with a continuing contract and three times a year for employees with a probationary contract.** This is in accordance with provisions of the Hancock County Board of Education Policy on Evaluation of Service Personnel.