Randolph County Board of Education
Elkins, West Virginia

Job Description

POSITION: School Bus Operator

QUALIFICATIONS:
A. High school diploma or equivalent
B. Ability to communicate, read, write, and follow written and oral directions
C. Valid West Virginia driver's license and CDL license to operate a school bus
D. Ability to meet training requirements of state and local board of education qualifying as a school bus operator
E. Ability to meet all health and age requirements of the state and local board of education

REPORTS TO: Supervisor of Transportation

SUPERVISORY RESPONSIBILITIES: none

JOB RESPONSIBILITIES:
A. Maintenance of positive work habits
B. Perform duties effectively and productively
C. Maintain and upgrade skills
D. Obey all traffic laws
E. Observe all federal, state, and local safety regulations for school buses
F. Maintain discipline, within county policies and procedures when students are on the bus
G. Report students involved in misconduct to proper authorities as per county policy
H. Keep bus clean both inside and out
I. Run the schedule as assigned on time
J. Perform pre-trip inspections before each run as prescribed by state and local regulations
K. Notify the proper authority in case of mechanical failure or lateness
L. Accept and/or discharge students only at stops authorized by the Supervisor of Transportation
M. Exercise responsible leadership when on extra-curricular school trips
N. Transport only students authorized to ride the school bus
O. Report all accidents and completes all required state and local accident reports
P. Attend and participate in staff developed training programs provided by state and county school officials

Q. Attend all staff meetings called by the Supervisor of Transportation, and faithfully complete all records, schedules, and other paper work as required

R. Any other assignments by the Supervisor of Transportation as may be necessary and appropriate, in accordance with state laws and regulations

PERFORMANCE STANDARDS:

A. Demonstration of appropriate work habits

1. Observation of work hours
2. Regular attendance
3. Compliance with policies/procedures
4. Observance of good safety practices
5. Meeting of schedules in a reasonable fashion
6 Acceptance of change
7. General appearance of work area
8. Demonstration of initiative with regard to job assignment
   Maintenance of confidentiality
10. Appropriate relationships with fellow employees
11. Appropriate appearance and dress for assigned responsibilities.

B. Demonstration of appropriate job performance skills

1. Work judgments (organization and coordination of assigned duties)
2. Quality of work
3. Ability to follow instructions correctly
4. Acceptance of responsibility
5. Efficiency under stress
6. Operation and care of equipment

C. Maintenance of skills by the participation in staff development training programs.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve months. Salary and work year to be established by the County Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's Service Personnel Evaluation Policy (4220).