UPSHUR COUNTY SCHOOLS

Notice of Vacancy-

POSITION: Full Time School Bus Operator

IMMEDIATE SUPERVISOR: Director of Transportation

FLSA STATUS: Non-exempt

EMPLOYMENT. TERM: Minimum 200 days annually, pursuant to WV Code §18A-4-8; extended employment terms may be established by UCBOE

SALARY: Pursuant to WV Code §18A-4-8a, in accordance with Upshur County Salary Scale, **Pay Grade D** commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated annually by the Transportation Director or Transportation Supervisor or the Superintendent's designee in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and UCBOE Policy.

JOB SUMMARY: Operate a school bus or other school transportation vehicle, ranging in size from 15-passenger to 92-passenger, to pick up and drop off students at regularly scheduled locations safely.

PERFORMANCE RESPONSIBILITIES: (Pursuant to WV State Board of Education Policy 4336)

- Perform pre/post trip inspections.
- Learn route, including pick up and drop off locations.
- Safely use fire extinguisher
- Assist and supervise students with disabilities.
- Communicate with students, parents, school officials and supervisors.
- Mop and clean inside and outside the vehicle.
- Complete proper paperwork.
- Work overtime as needed.
- Ability to sit for long periods of time.
- Ability to tolerate ill children and clean up from student sickness accidents.
- Walk from the operator's seat to the rear of the bus.
- Open all emergency exits.
- Install snow chains on a bus.
- Raise the hood of a conventional school bus and check oil levels and antifreeze levels.

- Remove obstructions from wind shield and under wiper blades.
- Adjust all outside mirrors.
- Secure a wheelchair. positions would be valuable in the following ways:
- Perform all duties outlined in WV State Board of Education Policy 4336 which is available at http://wvde.state.wv.us/policies/p4336.doc

QUALIFICATIONS:
High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of "Qualifications" in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test) as required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

"'Bus Operator' means a person employed to operate school buses and other school transportation vehicles as provided by the State Board." (Pursuant to WV §18A-4-8)

- Must be at least 21 years of age.
- Must have at least three years of driving experience as a licensed operator of any vehicle.
- Must obtain and maintain WV CDL license with passenger and school bus endorsements.
- Must successfully complete WV School Bus Safety Program and pass requisite online and skills tests.
- Must be able to climb in and out of bus to check engine compartment.
- Must maintain valid CPR and First Aid certification.
- Must pass a physical examination from a Medical Examiner as defined by the Federal Motor Carrier Safety Administration as well as drug and alcohol screen.
- Must meet all requirements outlined in WV State Board of Education Policy 4336 which is available at http://wvde.state.wv.us/policies/p4336.doc.

PHYSICAL DEMANDS:
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stoop, reach overhead and shoulder height, stand, walk, lift, pull, push, grasp, talk, hear, see, use interior and exterior rear view mirrors, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 50 pounds (100 pounds minimum on a special education bus)** of materials, children, etc. Specific vision abilities required by this job include distance vision such as to read road signs and detect road hazards, near vision such as to monitor instruments as well as student passengers, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This job requires exposure to extreme temperatures from below freezing to occasionally 90°F during warmer months. The noise level in the work environment is moderate to loud (60-90 dB). Bus operators usually have a five-day workweek that is considered a "split-

shift" meaning the first run can begin early in the morning (4:45 a.m.) to late afternoon (5:30 p.m.) with time off in-between. Hours are dictated by the schedule they run. A bus operator can anticipate slippery floor surfaces from passengers loading and unloading. A Bus Operator runs through heavy traffic while dealing with passengers. The job can be more stressful and fatiguing than physically strenuous.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

Please apply online at https://www.upshurschools.com, under "Employment Opportunities".

Required for ALL applicants.

1. Application
2. Current Transcripts (if applicable)
3. Copy of West Virginia Certifications (if available/applicable)
4. Resume including references
5. Copies of past two (2) evaluations (if applicable)

"As required by federal laws and regulation, the Upshur County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, or national origin in employment or in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator, Upshur County Board of Education, 102 Smithfield Street, Buckhannon, West Virginia 26201, phone no. 304-472-5480; or to the Section 504 Coordinator, Upshur County Board of Education, 102 Smithfield Street, Buckhannon, West Virginia, 26201, phone no. 304-472-5480; to the State Elimination of Sex Discrimination Project Coordinator, phone no. 304-558-7867; or to the U.S. Department of Education's Director of the Office for Civil Rights, phone no. (215) 596-6795."