JOB DESCRIPTION
BUS OPERATOR

A. Responsibilities:

1. To provide safe and efficient student transportation in order that students may receive the fullest possible advantages from the system's curricular and extra-curricular programs.

2. To be aware and understand safety measures, state laws, and local policies pertaining to safe and effective busing.

B. Relationship to Others:

1. To work under the supervision of the Transportation Director, Assistant Superintendent and the Superintendent.

2. To work under the direction of school principals, assistant principals, and area supervisors, as applicable to provide the most efficient transportation system possible for students.

3. To serve as a responsible supervisor of the children assigned to his/her bus.

C. How Selected:

1. Application
2. Interview
3. Recommendation by the Superintendent of Schools
4. Employment by the Board of Education

D. Qualifications for the Position:

1. Must have obtained a High School Diploma or GED.
2. Have successfully passed a physical examination.
3. Have successfully passed pre service training.
4. Have successfully passed written driving test (State Certification)
5. Have successfully passed First Aid/CPR certification
6. Have successfully passed drug/alcohol testing.
7. Holds a valid State of West Virginia Chauffeurs license and meets other state regulatory requirements.
8. Certification by successful completion of a defensive driving program presented by the Lincoln County Transportation Department
9. Adequate knowledge of the roads and street systems of the county.
10. Possess the ability to effectively control the actions of children of different ages riding his/her school bus.
11. Have a through knowledge of safety measures with which to protect children using school buses.
12. The ability to develop and maintain effective working relationship with others
13. Knowledge of State laws and State and local policies pertaining to transportation.

E. Functions and Duties:

1. Drive a school bus on assigned routes, picking up and discharging children at designated locations.
2. Keep to assigned schedule.
3. Observe all mandatory safety regulations for school buses.
4. Maintain discipline when students are on the bus.
5. Report to undisciplined students to the proper authorities.
6. Keep assigned bus clean and notify the transportation supervisor of needed repairs.
7. Prepare reports to transportation director as required.
8. Accept curricular and extra-curricular trips when assigned.
9. Exercise responsible leadership when on out-of-county school trips.
10. Report all accidents to the transportation supervisor and complete required reports.
11. Participate in regularly scheduled in-service conducted by Lincoln County Schools
12. To comply with all rules and regulations, as described in the Lincoln County Administration Manual regarding transportation.
13. To work under the direction of school principals, assistant principals, and area supervisors in a cooperative manner.
14. Perform other duties assigned by the Transportation Supervisor.

Term of Employment: 200 days

Evaluation: Performance of this job will be evaluated in accordance with provisions of the board policy on Evaluation of Service Personnel.

Revised 7/17/00