

# PLEASANTS COUNTY SCHOOLS



## JOB DESCRIPTION – BUS OPERATOR

**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.

- 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 - West Virginia School Bus Transportation Policy and Procedures Manual Section 15. Criteria for the Certification of School Bus Operators.
- Ability to sit for long periods of time.
- Ability to tolerate ill children and clean up from student sickness accidents.
- Ability to walk from the operator’s seat to the rear of the bus.
- Ability to open all emergency exits.
- Ability to install snow chains on a bus.
- Ability to raise the hood of a conventional school bus and check oil levels and antifreeze levels.
- Ability to remove obstructions from wind shield and under wiper blades.
- Ability to adjust all outside mirrors.

**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)

**Immediate Supervisor:** Director of Transportation

**FLSA Status:** Non-Exempt

**Evaluation:** Performance in this position will be evaluated annually by the Director of Transportation in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Pleasants County Schools Policy 6001.

**Term of Employment:** 200 Days

**Salary:** Pursuant to WV Code §18A-4-8a  
Pleasants County Schools Salary Scale  
Commensurate with Experience and Education Level

**Expectations / Duties and Responsibilities:** *(Pursuant to WV State Board of Education Policy 4336)*

- Abides by the rules, regulations, and policies of the state and county board of education, State Department of Education, State Department of Public Safety, and the Department of Motor Vehicles.
- Performs duties efficiently and productively.
- Observes and practices appropriate vehicular operation procedures.
- Learns route, including pick up and drop off locations.
- Transports students to and from school daily.
- Instructs students in the safe way of crossing highways and performs two emergency evacuation drills required – first by October 31 and second by April 30.
- Performs pre-trip inspection before each run.
- Adheres to all posted speed limits.
- Assists and supervises students with disabilities.
- Communicates with students, parents, school officials and supervisors.
- Mops and cleans the inside and outside the bus.
- Prepares reports such as listing the names and addresses of students riding the bus as requested, discipline reports, etc.
- Prepares a monthly report for the director of transportation summarizing mileage, maintenance, extracurricular trips, fuel and oil consumption and passengers transported.
- Assists with inclement weather and emergency procedures.
- Keeps in contact with the director during the day at times when conditions may cause changes in the dismissal hour.
- Keeps a close watch over his/her route so that a wise decision may be made about whether to run or not (if the driver deems his/her route is too hazardous to run, he/she is to notify the families to be affected).
- Communicates freely within the chain of command.
- Uses the school bus for transporting students, employees, and/or approved chaperones, and shall refrain from using the bus for private or personal use.
- Protects confidential matters regarding students.
- Works overtime as needed.
- Maintains and/or upgrades skills.

**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. 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 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job requires exposure to extreme temperatures from below freezing

to occasionally 80°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.*

**Perform Other Job-Related Duties and Responsibilities as Assigned by the Director of Transportation**

**Amended:** December 6, 2016