

# PLEASANTS COUNTY SCHOOLS



## JOB DESCRIPTION – BUS OPERATOR / SPECIAL NEEDS TRIPS / OTHER DEPARTMENT RESPONSIBILITIES: MID DAY

**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

**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:** Determined by the Pleasants County Board of Education

### **Expectations / Duties and Responsibilities:**

- Perform driver trips between regular runs as deemed necessary by the Director of Transportation.
- Answer phone/take messages in the absence of the Director of Transportation/Transportation Clerk.
- Perform county mail pickup and delivery as needed.
- Perform general cleaning of restrooms and bus garage areas.
- Perform other job-related duties and responsibilities as assigned by the Director of Transportation.

### **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