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**NICHOLAS COUNTY**  
S C H O O L S

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**Job Description**

**Position:** Bus Operator

**Classification:** Service

**Reports to:** Director of Transportation; Transportation Supervisor

**Evaluation:** Evaluated annually by the building principal/immediate supervisor in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Nicholas County Board of Education Policy GCNB.

**FLSA Status:** Non-Exempt

**Job Summary:**

Bus Operator is a person employed to operate school buses and other school transportation vehicles as provided by the state board Evaluation: Performance in this position will be evaluated annually by the building principal/immediate supervisor and in accordance with WV State Code, WV State Board Policy, and Nicholas County Board of Education Policy.

**Qualifications:**

1. As Per West Virginia School Transportation Regulations
2. The ability to perform the job duties and responsibilities of the position as contained in the Job Description

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substances which affect employee productivity, safety or judgment in the workplace will not be tolerated.

Staff members serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

## Performance Responsibilities:

- Perform all duties outlined in West Virginia State Board of Education Policy 4336 and Nicholas County Board of Education Policies.
- Maintains positive work habits
- Serve as role model for students how to conduct themselves as citizens, and as responsible, intelligent human beings.
- Instill in students the belief and practice of ethical principles and democratic values.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Maintains positive attitude and has other personal qualities essential to job success including quality communication skills
- Maintains a positive working environment and is cooperative with students, peers, other school personnel, parents, and the community
- Maintains regular attendance and complies with state and county policies and regulations
- Performs duties efficiently and productively
- Works safely using proper body mechanics and lifting techniques thus decreasing risk of injury to self and co-workers.
- Obtain and maintain a West Virginia CDL license with passenger and school bus endorsements
- Successfully complete the West Virginia School Bus Safety program and pass requisite online certification and skills tests
- Maintain valid CPR and First Aid certification
- Pass a physical examination from a Medical Examiner as defined by the Federal Motor Carrier Safety Administration as well as drug and alcohol screen
- Perform pre/post inspections pursuant to WVDE Policy 4336
- Perform safety evacuation drills pursuant to WVDE Policy 4336
- Maintain an accurate and efficient and accurate morning and evening route schedule, and student rosters
- Operate the bus in a safe and efficient manner and obey all laws
- Safely use fire extinguisher
- Assist and supervise students with disabilities
- Assist ill students and clean up from student sickness accidents
- Communicate with students, parents, school officials, and supervisors
- Mop and clean inside and outside of vehicle
- Complete all required paperwork within the prescribed timelines
- Secure wheelchairs as needed
- Install snow chains on vehicles as directed
- Remove obstructions from wind shield and under wiper blades
- Adjust all outside mirrors
- Report mechanical malfunctions for repair immediately
- Monitor and ensure fluid levels are within prescribed measures
- Report works related problems in a professional manner using proper channels including but not limited to presenting problems verbally and/or in writing and allow for timely resolution

- Maintain and/or upgrade skills
- Perform all other duties and responsibilities as set forth in Nicholas County Board of Education Policy and as directed by immediate supervisor, building principal, Transportation Director, or Superintendent of schools

**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, color vision, depth perception, and 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 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 (5:00am) to late afternoon (5:45pm) 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.

*Revised 04.18.23*