

Trainer of Substitute Bus Operator Candidates: Part 2

Job Description

Qualifications:

1. Certified by the West Virginia Department as a Bus Operator Trainer for Pre-inspections, Behind the Wheel Operation of School Bus, and State Certification Testing Training.
2. Hold classification as bus operator.
3. Exhibits knowledge of the required training area.
4. Ability to interpret and dispense verbal and written instructions effectively.
5. Ability to communicate effectively with participants.
6. Ability to work cooperatively with others.

Immediate Supervisor: Janine Sayre, Supervisor of Transportation

Duties and Responsibilities:

1. Maintain positive work habits.
2. Perform duties efficiently and productively.
3. Instruct bus operators or substitute bus operator candidates in driving a school bus, completing pre-inspections and in state certification testing.
4. Makes work schedule for participants and submits to immediate supervisor, including day and night driving settings.
5. Perform other job related tasks as assigned by the immediate supervisor.

Jackson County Board of Education
Date