

Calhoun-Gilmer Career Center

Substitute Vacancy Notice

POSITION: Substitute Clinical Bus Operator
(As needed) All CTE Labs Clinical
Rotation (Schedule is determined by
Instructor)/and or Work Based
Students (One driver for all runs)

TERM OF EMPLOYMENT: FY 2024 – 2025 (as needed)

SALARY: Hourly Rate, as applicable
(as needed)
(8:30 a.m. – 11:00 a.m.)
(12:30 p.m. – 3:00 p.m.)
(8:30 a.m. – 3:00 p.m.)

**QUALIFICATIONS AND
RESPONSIBILITIES:** See Attachment

POSTED: November 21, 2024

APPLICATION DEADLINE: December 2, 2024 @ 4:00 p.m.

APPLY TO: Kyre-Anna Minney, Director
Calhoun-Gilmer Career Center
5260 E. Little Kanawha Hwy
Grantsville, WV 26147
304-354-6151

AN EQUAL OPPORTUNITY EMPLOYER

DISCRIMINATION PROHIBITED:

As required by federal law and regulations the Calhoun-Gilmer Career Center does not discriminate on the basis of sex, race, color, religion, handicapping condition, age, marital status, or national origin in employment or in the administration of any educational program and activities.

**CALHOUN-GILMER CAREER CENTER
JOB DESCRIPTION
SUBSTITUTE BUS OPERATOR**

Employees who already have bus operator classification will be accepted as duly qualified. First priority for the position will be given to employees within the Calhoun or Gilmer County School systems who are properly classified and most senior.

Individuals who do not have a bus operator's classification will have to meet mandated qualifications.

In addition, the following qualifications must be met:

1. High school diploma
2. Meet all mandated requirements as a bus operator.

DUTIES AND RESPONSIBILITIES

1. Implement all rules, regulations, and policies governing transportation of pupils.
2. Performs specific duties in accordance with instructions received from the Director of Support Services.
3. Performs preventive maintenance operations and care of the bus in accordance with instruction from the Director of Support Services.
4. Keeps in contact with the Director of Support Services at times when inclement weather or other conditions may cause a change in the dismissal hour.
5. Monitors route in order to make proper decision about running. Notifies the families on the route of the decision, when run will not be made.
6. Reports to bus periodically when school is closed because of weather conditions and check starting ability, remove snow, puts on chains, etc.
7. Notifies the Director of Support Services at least a day before he is to be absent. (Emergencies to not apply to this ruling).
8. Instruct students in the proper procedure to cross a highway.
9. Observe all speed limits (40 MPH maximum on secondary roads), regulates speed according to road conditions. Uses chains where any part of the bus route may be considered hazardous. Uses headlights as per state law.
10. Participate in staff development activities as directed.

