

Randolph County Board of Education
Elkins, West Virginia

Job Description

POSITION: School Bus Operator

QUALIFICATIONS:

- A. Ability to communicate, read, write, and follow written and oral directions
- C. Valid West Virginia driver's license and CDL license to operate a school bus
- D. Ability to meet training requirements of state and local board of education qualifying as a school bus operator
- E. Ability to meet all health and age requirements of the state and local board of education

REPORTS TO: Supervisor of Transportation

SUPERVISORY
RESPONSIBILITIES: none

JOB
RESPONSIBILITIES:

- A. Maintenance of positive work habits
- B. Perform duties effectively and productively
- C. Maintain and upgrade skills
- D. Obey all traffic laws
- E. Observe all federal, state, and local safety regulations for school buses
- F. Maintain discipline, within county policies and procedures when students are on the bus
- G. Report students involved in misconduct to proper authorities as per county policy
- H. Keep bus clean both inside and out
- I. Run the schedule as assigned on time
- J. Perform pre-trip inspections before each run as prescribed by state and local regulations
- K. Notify the proper authority in case of mechanical failure or lateness
- L. Accept and/or discharge students only at stops authorized by the Supervisor of Transportation
- M. Exercise responsible leadership when on extra-curricular school trips
- N. Transport only students authorized to ride the school bus
- O. Report all accidents and completes all required state and local accident reports
- P. Attend and participate in staff developed training programs provided by state and county school officials
- Q. Attend all staff meetings called by the Supervisor of Transportation, and faithfully complete all records, schedules, and other paper work as required

- R. Any other assignments by the Supervisor of Transportation as may be necessary and appropriate, in accordance with state laws and regulations

**PERFORMANCE
STANDARDS:**

- A. Demonstration of appropriate work habits
 - 1. Observation of work hours
 - 2. Regular attendance
 - 3. Compliance with policies/procedures
 - 4. Observance of good safety practices
 - 5. Meeting of schedules in a reasonable fashion
 - 6. Acceptance of change
 - 7. General appearance of work area
 - 8. Demonstration of initiative with regard to job assignment
 - Maintenance of confidentiality
 - 10. Appropriate relationships with fellow employees
 - 11. Appropriate appearance and dress for assigned responsibilities.
- B. Demonstration of appropriate job performance skills
 - 1. Work judgments (organization and coordination of assigned duties)
 - 2. Quality of work
 - 3. Ability to follow instructions correctly
 - 4. Acceptance of responsibility
 - 5. Efficiency under stress
 - 6. Operation and care of equipment
- C. Maintenance of skills by the participation in staff development training programs.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve months. Salary and work year to be established by the County Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's Service Personnel Evaluation Policy (4220).