

MONONGALIA COUNTY SCHOOLS
Job Description

TITLE: SCHOOL BUS OPERATOR

DEFINITION:

School Bus Operator - means personnel employed to operate school buses and other school transportation vehicles as provided by the state board of education.

- QUALIFICATIONS:
1. High School diploma/GED
 2. Must be 18 years of age, but not over 70 years of age, at the beginning of the school term
 3. Must have had at least one year experience as a licensed operator of a motor vehicle
 4. Must hold a valid CDL (Commercial Drivers License)
 5. Shall be able-bodied, free from communicable disease (result of chest X-ray or tuberculin test on file prior to starting employment), and physically strong enough to handle the bus with ease
 6. Before being employed, an applicant must be examined by a licensed physician following the form prescribed by the Department of Public Safety and shall also submit to a standard serologic test not more than 45 or less than 10 days before assuming the responsibilities of school bus operator
 7. Each school bus driver over 50 years of age shall have a physical examination semiannually. In case of physical disability, the Superintendent of the Department of Public Safety and the State Superintendent of Schools shall determine eligibility, which decision shall be final.
 8. Shall be required to successfully pass a written examination on traffic laws and safety practices on the highways of the state. In addition, each driver shall hold at least a valid first aide certificate by the end of the third month of employment and must also have completed at least twenty four hours of preservice training, certified by the County Administration.
 9. Pass the approved West Virginia Personnel test for School Bus Operator

REPORTS TO: Supervisor of Transportation/School Bus Supervisor

SUPERVISES: N/A

JOB GOALS:

To provide safe and efficient transportation so that students may enjoy the fullest possible advantages from the county's curricula and extracurricular programs.

TERM OF EMPLOYMENT:

200 Days. Salary to be established by the Board of Education

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Service Personnel.

ESSENTIAL JOB FUNCTIONS:

1. Be responsible for performing all duties as outlined in the State Department of Education publication, HANDBOOK FOR SCHOOL BUS DRIVERS, State Board of Education and County Board of Education policies
2. Operate transportation vehicles in accordance with time schedules and routes assigned by the supervisor of transportation
3. Clean interior of vehicle and remove trash daily
4. Wash outside of vehicle weekly except during periods of prolonged cold weather
5. Check fuel, oil and mechanical operation daily. Report deficiencies to the mechanic in charge, add oil and refuel as needed
6. Deliver the vehicle to maintenance shops when scheduled for inspections, periodic checks/repairs
7. Follow all restrictions and limitations on the use of buses set forth by the Supervisor of Transportation, administrative directive or Board policy
8. Maintain order while the bus is in operation and instruct the students periodically on proper behavior while being transported
9. Check rosters closely to insure that all students are returned to their homes and that no unscheduled students are riding the bus, unless permission in writing is given by parent or directions from the principal
10. Survey road conditions and reports potential hazards or unusual conditions to the proper authority and the Supervisor
11. Submit requests for bus shelters to the School Bus Supervisor
12. Notify the Supervisor and Principals if part of a run is not completed or late departures or anticipated delays
13. Install proper chains as needed to meet road conditions
14. Reports overloads or unusual circumstances to the Supervisor of Transportation

NON ESSENTIAL JOB FUNCTIONS:

1. Maintain positive work habits
2. Perform duties efficiently and productively
3. Maintain and upgrade skills
4. Maintain positive public and employee relations

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee must

frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. The noise level in the work environment is usually moderate. The employee is exposed to conditions of the school bus (heat and humidity), and the outside weather conditions.

JOB DESCRIPTION REVIEW:

This job description will be reviewed annually.

All job descriptions will contain the information and facts considered essential to describing and evaluating job performance fairly and equitably. They should not be construed as detailed statements of all the work required to be performed.