

MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: Area School Bus Supervisor/Bus Operator

REPORTS TO: Transportation Director

DEPARTMENT: Transportation

FLSA STATUS: Non-Exempt

EMPLOYMENT TERM: 200 days pursuant

COMPENSATION: Pursuant to WV Code §18A-4-8a, commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated annually by the transportation director or his designee in accordance with McDowell County BOEs Guide to Performance Evaluation for Service Personnel and WV State Code.

JOB SUMMARY: Qualified personnel employed to assist in selecting school bus operators and routing and scheduling of school buses, operate a bus when needed, relay instructions to bus operators, plan emergency routing of buses and promoting good relationships with parents, pupils, bus operators and other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide effective leadership
- Implement a system to monitor productivity
- Supervise subordinates
- See that all directions and regulations are followed.
- Maintain regular employee payroll sheets.
- Report any irregularities of drivers of matters pertaining to a safe, efficient transportation system.
- Responsible to see that all reports from the drivers in the area are made promptly and turned in two days after the due date to the transportation secretary.

- When applicable, responsible for substitute buses to see that the driver has a fuel book, daily mileage form, pre-trip weekly form, and supplies which are to be used on the bus.
- Keep accurate daily fuel records and submit monthly fuel reports to transportation secretary at the end of each calendar month.
- Notify Transportation Department of fuel needs.
- Maintain security of the bus garage area.
- Maintain the bus garage in a clean working environment. (keep clean of trash and garbage).
- After the last bus has made their run each morning, the area supervisor is responsible for making a morning report to the Transportation Department reporting: late runs, runs not made, incomplete runs, or any other information which is necessary for a safe, efficient transportation system.
- Attend staff development training.
- Insure confidentiality as provided within Federal, State, County guidelines, policies, and procedures.
- Collect and distribute payroll checks during school term.
- Recall bus operators under their supervision for inclement weather emergency or other emergency situations.
- Position entails an 8 hour work day, but employee is “on-call” not required to be on site at the garage for the full 8 hours.
- See Bus Operator job description for bus operator responsibilities.
- Additional duties may be assigned.
- Other duties that may be assigned by the Superintendent, or Director of Transportation.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate appropriate safety, hygiene and health standards

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- Demonstrate safety of work area
- Demonstrate adhering to schedules; being punctual
- Demonstrate flexibility and adjusting to change
- Demonstrate courtesy and tactfulness in interpersonal relations
- Demonstrate dependability
- Demonstrate understanding and implementing responsibilities
- Demonstrate ability to use good judgment and make good decisions
- Pass an annual physical examination from a medical examiner who meets all requirements and regulations set forth by the Federal Motor Carrier Safety Administration.
- Pass the Department of Motor Vehicle Driving record check.
- Must be a certified school bus operator
- Be familiar with and understand the WV School Transportation Regulations
- A negative tuberculin skin test upon hire as per WV Code §16-3D-3
- Criminal history check of new applicants
- Meet all Federal, State, and County certification requirements.

EDUCATION AND/OR EXPERIENCE:

- WV Bus Operator Certification with the WV Department of Education.
- CDL certification in general knowledge, air brakes, and passenger endorsement
- Pass State competency test, if appropriate as per WV §18A-4-8e and driving test
- High school graduate or equivalent or one who is enrolled in a GED program (employment contingent upon continued enrollment or successful completion of GED program) as per WV Code §18A-2-5
- Pre-employment Drug and Alcohol Testing.
- Red Cross First Aid and CPR
- Must be at least 21 years of age
- At least 3 years of driving experience as a licensed operator of any vehicle and eligible to obtain a valid commercial driver's license permit.
- The candidate shall successfully complete a minimum of 40 hours of non-driving instruction provided by the county or institution seeking to employ the candidate from the West Virginia School Bus Operators Instruction Manual, including Policy 5902, Policy 4373 and Policy 2421.
- The candidate shall successfully complete a minimum of twelve hours on-the-road training including 2 hours of night driving by the county or institution in the operation of school bus with a certified school bus operator instructor on board and no student passengers.

COMMUNICATION SKILLS:

- Ability to perform duties in full compliance with state and county requirements

MATHEMATICAL AND KNOWLEDGE SKILLS AND ABILITIES:

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

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REASONING AND OTHER SKILLS/ABILITIES:

- Ability to perform duties in full compliance with state and county requirements and MCBOE policies.
- Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here 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 continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently repeats the same hand, arm or finger motion many times. The employee frequently uses hand strength to grasp tools, and is continuously driving on the job. The employee must occasionally lift and/or move up to 75 pounds such as students. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision. Specific vision abilities are required by this position which include but are not limited to ability to adjust and focus, read handwritten or typed material.

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.

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

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.

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