

MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: 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: Personnel employed to operate school buses and other school transportation vehicles as provided by the State Board of Education. WV Code §18A-4-8. Responsible for driving with good judgment for the safe transportation of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directly responsible for the safe, efficient, operation and care of the vehicle which he/she is assigned and shall have the same responsibility as a teacher in a classroom in exercising control over the students while they are in transit.
- Instruct students in the rules and regulations of riding the school bus. Take reasonable but firm steps to enforce the rules.
- Keep Bus Seat Assignment Book up-to-date and be sure that all students are assigned a seat.
- Be responsible for all duties as outlined in the WVDE Policy 4336.
- The driver will control the actions of students on his bus and keep accurate count of students transported daily.
- Post a copy of the “Regulations for Pupil Transportation” in the bus and see that all students are informed of such regulations and observations.
- Responsible to see that all passengers are instructed in **school bus emergency evacuation skills within the first two (2) weeks of the first and second semester of school.**

- Must complete the Bus Training Program and state requirements of a written and driving test.
- Agree that his/her first working obligation is to the employment as a school bus operator. **Other employment shall in no way conflict with duties as a bus operator.**
- Agree to abide by all the rules and regulations and policies governing the transportation of students as approved by the State Board of Education, McDowell County Board of Education, and the West Virginia Department of Public Safety.
- Agree to accept and perform the following specifications for duties in accordance with the instruction received from the Supervisor of Transportation:
 - To become familiar with the WV School Bus Operator Instructional Program, Pre-Service and Advanced Training Program, CPR, and First Aid.
 - The bus operator shall report all problems, irregularities and road conditions to the School Bus Supervisor.
 - The school bus shall be parked, stationed and/or stored at a place designated by the Director of Transportation. **The school bus at no time shall be used for the private advantage of the bus operator.**
 - The school bus operator shall not transport any person who is not a student enrolled or to be enrolled in a school, a teacher or other employee of the board unless that person has been approved by the county board of education to be on the bus.
- He/she will drive the bus in such a manner so as to care for its mechanical operation, report any mechanical failures at the end of each run or if necessary stop said bus and report to his/her superior in the event it appeared unsafe to continue driving.
- Responsible for keeping the emergency door oiled and working properly at all times.
- Responsible for the vehicle pre-trip inspection for mechanical defects and safety equipment:
 - Check tires for cuts, air pressure and tread wear.
 - Check wheels for loose hub and rim lugs.
 - Check steering for loose components.
 - Check radiator coolant, oil, and fuel.
 - Check alternator and fan belts.
 - Check brakes.
 - Check lighting system and horn.
 - Check emergency exit door and window alarms.
 - Check service door and operating mechanism.
 - Check first aid kit, fire extinguisher and flares.
- Responsible for the appearance and cleanliness of the interior and exterior of the regular or substitute bus assigned. The interior of the bus must be cleaned, the floor waxed, and seat damages noted when bus is parked at the end of the school year.
- Shall keep in contact with School Bus Supervisor during the work day and must be available for random drug and alcohol testing, inclement weather or other emergency conditions warrant a change in school dismissal time.

- Shall keep bus in running order each day when school is closed because of weather conditions to check the starting ability, remove snow, apply chains, etc.
- Check tire chains whenever road conditions require them.
- Post a copy of bus schedule in the vehicle.
- Report all traffic violations endangering school students or school property.
- Attend all in-service trainings.
- Bring bus in for repair work, inspection and other reasons as stated by the School Bus Supervisor, Shop Forman, or Director of Transportation.
- Insure confidentiality as provided within federal, state, county guidelines, policies, and procedures.
- Must dress in a neat manner and refrain from any unnecessary discussion with passengers.
- effective July 1, 2003, demonstrates competency in the knowledge and implementation of technology standards as per WV Code §126-142-23
- Additional duties may be assigned.

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
- 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.
- Bus driving training.
- A negative tuberculin skin test upon hire as per WV Code §16-3D-3
- Criminal history check of new applicants

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

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- 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.

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

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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.

The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Diana Nash, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.

Adopted: August 13, 1985
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