



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Bus Operator

Reports to:

Director of Transportation

Qualifications:

- High School Diploma or GED
- Hold or qualify for Bus Operator Certification according to WV Code
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

WV Code 18A-4-8

Bus operator: a person employed to operate school buses and other school transportation vehicles as provided by the state board.

PERFORMANCE STANDARDS

Maintaining positive work habits

1. Observation of work hours.
2. Attendance (in terms of general consistency and reliability - failure to come to work or provide proper notification of absences shall be considered willful neglect of duty)
3. Compliance with rules.
4. Safety practices.
5. Meeting schedules.
6. Accepting change.
7. Appearance of work area.
8. Initiative.
9. Attitude.

Performing duties efficiently and productively

1. Work judgments.
2. Planning and organizing.
3. Quality of work.
4. Accepting responsibility.

5. Following instructions.
6. Efficiency under stress.
7. Work coordination.

Maintaining and/or upgrading skills

1. Knowledge of work.
2. Job-related training.

Duties/Responsibilities:

- Adheres to the Grant County Schools Employee Handbook and the Employee Code of Conduct
- Ensures appropriate supervision of students
- Operates the school bus daily in a safe and efficient manner.
- Other duties as assigned by supervisor. (*Pursuant to WV State Board of Education Policy 4336*)
- Performs pre/post trip inspections;
- Learns route, including pick up and drop off locations;
- Uses fire extinguisher safely;
- Assists and supervises students with disabilities;
- Communicates with students, parents, school officials and supervisors;
- Mops and cleans inside and outside the vehicle;
- Completes proper paperwork promptly and accurately;
- Works overtime as needed ;
- Possess ability to sit for long periods of time;
- Possess ability to tolerate ill children and clean up from student sickness accidents;
- Walks from the operator's seat to the rear of the bus;
- Opens all emergency exits;
- Installs snow chains on a bus, as needed;
- Raises the hood of a conventional school bus and checks oil levels and antifreeze levels;
- Reports any accident or damage to the bus to supervisor immediately;
- Reports promptly any unsafe road conditions;
- Removes obstructions from windshield and under wiper blades;
- Adjusts all outside mirrors;
- Secures a wheelchair, if necessary;
- Performs all duties outlined in WV State Board Policy 4336, which is available at <http://wvde.state.wvu.us/policies/p4336.doc> ;
- Maintains positive work habits;
- Performs duties efficiently and productively;
- Maintains and/or upgrades skills;
- Promotes and maintains positive pupil-staff- community relations;
- Performs duties as assigned by the immediate supervisor(s).