

**WAYNE COUNTY SCHOOLS  
JOB DESCRIPTION**

**Position:** Day-to-Day Substitute School Bus Operator

**Reports To:** Director of Transportation

**Job Description:** The School Bus Operator is responsible for operating school buses and other school transportation vehicles as provided by the West Virginia Board of Education.

**Qualifications:** Holds a high school diploma or TASC.  
Holds a Commercial Driver's License, Class B, Passenger and Airbrake Endorsements  
Passes the required physical examination  
Has three years of experience as a licensed driver and be at least 21 years of age  
Passes the Department of Motor Vehicles Driving Record Check  
Passes the Drug/Alcohol Screening  
Completes 30 hours of required classroom training and 18 hours of behind the wheel training.  
Holds First Aid/CPR Certification  
Holds a West Virginia School Bus Operator's Certificate

**Minimum Physical requirements:**

1. **Able to lift material or children up to 50 lbs. and 50-100 lbs. with assistance.**
2. **Ability to stoop, reach, stand, walk, lift, pull and push.**
3. **Ability to assist physically challenged children.**
4. **Must have clarity of vision, precise hand-eye coordination.**

**Responsibilities:** The School Bus Operator shall have the following responsibilities and duties:

1. Obey all rules, regulations, and policies governing the transportation of pupils as approved by the Wayne County Board of Education, State Department of Education, State Department of Public Safety, and the Department of Motor Vehicles.
2. To transport students on a school bus for curricular and extracurricular activities.
3. To routinely conduct safety inspections of the bus.
4. To maintain oil, fluid, gas, etc. necessary for the successful operation of the bus.
5. To report and request needed repairs.
6. To be familiar with assigned bus route and have a general knowledge of other bus routes.
7. To maintain safety and discipline on bus runs and trips.
8. To respond to emergency situations as requested and/or required.
9. To report any road situation that presents a safety issue or may prevent the bus run from being completed.
10. To perform other duties as assigned by the Director of Transportation and/or Supervisors.
11. Must acknowledge and sign the Drug-Free Workplace Policy.

**Work Habits:** The School Bus Operator shall exhibit the following work habits:

1. Maintains work habits that facilitate a positive work environment.

2. Displays knowledge within assigned area(s) of responsibility.
3. Maintains, completes and submits required reports, if applicable, in a timely fashion.
4. Maintains and/or upgrades skills within area(s) of responsibility.
5. Follows county rules and regulations.
6. Performs duties efficiently and productively.
7. Maintains a high quality of work.
8. Displays behaviors that enhance the development of students.

**Length of Employment:** Day-to-Day as needed

**Salary:** Pay Grade.....D