

CABELL COUNTY SCHOOLS

JOB DESCRIPTION

POSITION:	Standby Bus Operator
ASSIGNED TO:	Department of Transportation
REPORTS TO:	Director of Transportation, may receive directives from the school Principal, Teacher or Department Supervisor.
EMPLOYMENT TERM:	200 DAYS
SALARY SCHEDULE:	D12

SPECIFIC JOB SUMMARY:

Operate a school bus or other school transportation vehicle to pick up and drop off students at regularly scheduled locations safely. These positions are only available to substitute bus operators and those who currently hold the necessary licenses. Successful applicants are required to apply for all full-time bus runs until they obtain a bus run. Additionally, successful applicants must become multi-classified in one or more additional classifications of special education aide, transportation aide, regular education aide, custodian, or general maintenance/handyman within three months of employment and agrees to work in those classification areas on days when a need is not present in transportation for a bus operator.

QUALIFICATIONS:

1. Must have a High School Diploma or GED or TASC.
2. Must pass WV Department of Education Certification Tests for Bus Operators.
3. Must be able to comprehend written and verbal instructions and must possess sufficient skills to make proper decisions about the safety of the students and the equipment.
4. Must be able to work a flexible schedule due to different routes may start at different times.
5. Must use proper radio etiquette in how others are spoken to.
6. Must work as part of a team and have the ability to develop and maintain effective working relationships with others. Display tact and patience when dealing with complaints and inquires.
7. Must have an outstanding attendance record with few absences.
8. Must be responsible for the safe, prompt and efficient transportation of students to and from school and school related activities.
9. Must meet all requirements outlined in WV State Board of Education Policy 4336.
10. Must agree to become multi-classified in a second service personnel classification of General Maintenance/Handyman, Custodian or Aide within three months of hire date and agree to working in the second classification when not needed for the day as a bus operator and sign applicable forms indicating agreement.

BUS OPERATOR DUTIES:

1. Maintain a safe environment on the school bus by following and enforcing state and county policies and procedures.

2. Clean the exterior and interior of the school bus per state policy to assure a safe and healthy environment.
3. Perform thorough pre-trip and post-trip inspections per state policy to assure that the bus is in safe mechanical condition.
4. Prepare any and all reports required by the state and county.
5. Assist the administration by making recommendations regarding the scheduling of bus routes and notifying the administration of route hazards.
6. Perform other related tasks as may be assigned by immediate supervisor.

JOB DESCRIPTIONS FOR OPTIONS OF 2ND SERVICE PERSONNEL CLASSIFICATION

SPECIAL EDUCATION AIDE DUTIES:

1. Work with individual students or small groups of students to reinforce learning of materials or skills initially introduced by the teacher/therapist.
2. Assist the teacher in devising special strategies for reinforcing material or skills based in the understanding of the individual students, their needs, interests, and abilities.
3. Assist with the supervision of students during emergency drills, assemblies, play periods, bus duty, lunch periods, detention, field trips, and school activities.
4. Assist teachers in carrying out all daily school activities, including formal observation and assessment of student skill levels.
5. Assist the teacher in developing and implementing individual behavior management program.
6. Assist students with personal hygiene, toileting, and implementing toileting programs not limited to only special education students.
7. Assist in preparation of the classroom and materials.
8. Check notebooks, correct papers and supervise testing and make-up work as assigned by the teacher.
9. Shall function as an extension of the classroom teacher in the special classroom, any mainstreamed program, inclusion and/or any Transitional/Vocational or community-based program requested. The Transitional/Vocational or community-based program may be located at a site other than the assigned school.
10. Serve as the chief source of information and assistance to any substitute teacher assigned in the absence of the regular teacher.
11. Participate in staff meetings as assigned by building administrator/supervisor and/or Transportation Department.
12. Shall participate and complete special in-services for special specific class assignment. (i.e., CPR, First Aid, Crisis Intervention and any other in-services which may be required to assist specific students.)
13. Shall dress in a manner that is not distracting to the students and shall conduct oneself in all phases of assignment in a manner befitting the position.
14. May be utilized in other education programs within the building based upon the student needs/caseloads at the discretion of the building administrator/supervisor.

15. Shall participate and complete training in specialized health care procedures. Will perform specialized health care procedures as designated by the school principal or special education supervisor after training has been provided.
16. Shall work as a department aide which may involve meeting the needs of students who are part of inclusion and may be required to work in more than one classroom during the day.
17. Exhibits promptness relative to schedules, work assignments, and reporting to work.
18. Participate in in-service training to upgrade skills.
19. Shall assist the bus operator as needed.
20. Shall perform other related duties as may be assigned by the immediate supervisor.

CUSTODIAN JOB DUTIES

Minimum Physical Requirements:

1. Must be able to lift, push, or pull objects which weigh up to 10 lbs. constantly, 11-75 lbs. frequently, and 76-100 lbs. occasionally.
2. Physical demands include stooping, bending, and squatting.
3. Ability to work safely from a ladder.
4. Ability to work in unusual or extreme elements, such as extreme temperatures, dirt, dust, fumes, smoke unpleasant odors, and/or loud noises.
5. Ability to stand or walk for a minimum of 8 hours a day.

Essential Functions of Job:

1. Daily sweep, dust, mop, vacuum, wax or buff the areas of the building as assigned, includes cleaning windows.
2. Daily clean and sanitize all plumbing fixtures and drinking fountains in assigned area. Replace supplies in bathrooms as needed.
3. Daily remove all waste and trash from assigned area.
4. Mow grass as assigned. Sweep sidewalks and remove debris from grounds as required and remove snow from walks and/or sidewalks as necessary when instructed to do so by immediate supervisor. Includes providing essential services on snow days or on days of school closings.
5. Prepare rooms for meetings and/or functions scheduled. Cooperate, assist, and be readily available to groups renting the facilities.
6. Make minor repairs and report needed repairs or problems encountered to his/her immediate supervisor. This may require leaving a written message to his/her immediate supervisor. Make suggestions for building and grounds improvements.
7. Supervise the use and storage of hazardous materials and supplies.
8. Ensure the security of buildings, materials and equipment.
9. Maintain every effort to conserve all utilities.

10. Practice good safety habits. Promote the safety, health, and comfort of students and employees.
11. Maintain and upgrade skills and participate in in-service training as directed.
12. Perform other duties as may be assigned by his/her immediate supervisor.

GENERAL MAINTENANCE/ HANDYMAN DUTIES:

Minimum Physical Requirements:

1. Ability to lift tools, building materials, etc., which weigh up to 50 lbs. constantly, 50-75 lbs. frequently, and 75-100 lbs. occasionally.
2. Ability to work in unusual or extreme elements; such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
3. Ability to stand or walk for a minimum of 8 hours a day.
4. Ability to work safely from a ladder.
5. Ability to operate a scissor lift, boom, and bucket lift and work at heights of up to 40 feet.
6. Physical demands include frequent bending, stooping, and crouching.

Essential Functions of the Job

1. Person must be able to work job tasks with maintenance team employees.
2. Must take and pass West Virginia Competency Test for General Maintenance Workers.
3. Must pass a physical evaluation including the ability to lift.
4. Must be able to work with a crew of maintenance workers for landscaping, grounds work, repairs, painting, window cleaning, installing equipment or fixtures and general building maintenance.
5. Demonstrate great work habits.
6. Person must have great communication skills.
7. Must be Ethical in all areas including the use of company time and materials.
8. Possess the ability to get along well with others.
9. Must be able to use good judgment.
10. Other qualifications as deemed appropriate for the position by the Director of Buildings and Grounds.
11. Performance Responsibilities:
12. Operate grass mowing and snow removal equipment, chainsaw, weed eater, scissor lift and bucket lift.
13. Possess knowledge of removing trees and shrubs from school property.
14. Must be able to trim trees and shrubs.
15. Demonstrate great attendance.
16. Demonstrate self-control in tense and or unpleasant situations.
17. Exercise good judgement relative to safety standards.

18. Work cooperatively with others.
19. Provide proper care, maintenance and security of equipment and property.
20. Performs basic service and cleaning of equipment and property.
21. Maintains materials and time records on job assignments.
22. Be able to paint, and work from ladder or scissor lift at varying heights.
23. Performs tasks in the grounds, maintenance and general building maintenance of all county schools.
24. Operates equipment in a safe and efficient manner.
25. Operates power tools and lawn care equipment in a safe and efficient manner.
26. Procures supplies and equipment needed to perform assigned tasks.
27. Must pass the State Competency Test for Handyman and General Maintenance.
28. Perform other tasks as assigned by the Director of Transportation, Director of Buildings and Grounds, the school Principal or other Department Supervisors.

TRANSPORTATION AIDE JOB DUTIES:

1. Work with individual students or small groups of students to reinforce learning of materials or skills initially introduced by the teacher/therapist.
2. Assist the teacher in devising special strategies for reinforcing material or skills based in the understanding of the individual students.
3. Assist with the supervision of students during emergency drills, assemblies, play periods, bus duty, lunch periods, detention, field trips, and other school activities.
4. Assist teachers in carrying out all daily school activities, including formal observation and assessment of student skill levels.
5. Assist teacher in developing and implementing individual behavior management programs.
6. Assist students with personal hygiene, toileting, and implementing toileting programs – not limited to special education students.
7. Assist in preparation of classroom and materials
8. Check notebooks, correct papers, and supervise testing and make-up work as assigned by the teacher.
9. Function as an extension of the classroom teacher in the special education classroom, any mainstreamed program, inclusion and/or any transitional/vocational or community-based program requested. The transitional/vocational and community-based program may be located at a site other than assigned school.
10. Serve as the chief source of information and assistance to any substitute teacher assigned in the absence of the regular teacher.
11. Participate in staff meetings as assigned by building administrator/supervisor and/or Transportation Director.
12. Participate and complete special in-services for special specific class assignments, i.e. CPR, First Aid, Crisis Intervention and any other in-service which may be unique to specific students.

13. Dress in a manner that is not distracting to the students and conduct oneself in all phases of assignment in a manner befitting the position.
14. Will be utilized in other educational programs within the building based upon the student's needs/caseloads at the discretion of the building administrator/supervisor.
15. Participate and complete training in specialized health care procedures. Perform specialized health care procedures as designated by the school principal or special education supervisor after training has been provided.
16. Work as a departmental aide which may involve meeting the needs of students who are part of inclusion. May be required to work in more than one classroom during the day.
17. Exhibit promptness relative to schedules and work.
18. Participate in in-service training to upgrade skills.
19. Assist the bus operator as needed.
20. Perform other related duties as may be assigned by the immediate supervisor.