

CABELL COUNTY SCHOOLS

JOB DESCRIPTION

POSITION: Bus Operator

ASSIGNED TO: Department of Transportation

REPORTS TO: Director of Transportation

EMPLOYMENT TERM: 200 DAYS

SALARY SCHEDULE: D12

SPECIFIC JOB DESCRIPTIONS: Will be attached to the bid sheet, you will need to make sure the description is read carefully before clicking the box at bottom of this page.

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.

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.