

BUS OPERATOR

QUALIFICATIONS

- 1) Valid license to drive a school bus.
- 2) Such additional health and age requirements as the Board and the State of West Virginia may require.

REPORTS TO: Transportation Supervisor

JOB GOAL: By providing safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

PERFORMANCE RESPONSIBILITIES:

- I. Maintains positive and safe work habits.
 - a) Observes safety practices.
 - b) Complies with rules and regulations.
 - c) Pre-trips bus before operation.
 - d) Demonstrates efficiency under stress.
 - e) Follows instructions.
 - f) Makes sound judgments.
 - g) Takes proper care of bus optional equipment.
 - h) Reports mechanical problems on time to proper authority.
 - i) Reports all accidents and completes required reports.
- II. Performs duties efficiently and productively
 - a) Adheres to schedule.
 - b) Maintains discipline
 - c) Reports are on time and accurate
 - d) Discharges pupils only at assigned stops.
 - e) Washes bus every two weeks as policy mandates.
 - f) Waxes bus three times per year.
 - g) Sweeps bus every day as prescribed by state and board policy.
- III. Maintains and/or upgrades skills
 - a) Tries to improve driving competency .
 - b) Increases knowledge of professional skills
 - c) Attends training sessions.

IV. Maintains professional attitude

- a) Maintains professional appearance
- b) Maintains positive relations with students, co-workers, parents, and the public
- c) Accepts change
- d) Minimizes absences.
- e) Maintains proper attitude toward work

TERMS OF EMPLOYMENT: Ten school month basis. Salary and work as determined by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Service Personnel.