

# **WIRT COUNTY SCHOOLS**

**PO Box 189  
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**MaryJane Pope Albin  
Superintendent**

September 19, 2013

## **Substitute Bus Driver Job Description Works a.m. and p.m. shift, hours dictated by route.**

Reports To: Transportation Director

### Duties and Responsibilities:

- 1) Becomes thoroughly familiar with the contents of the West Virginia Transportation Regulations for school bus operators.
- 2) Posts in the bus a copy of the Regulations for Pupils Transported in School Buses and a copy of the bus schedule.
- 3) Performs pre-trip inspections daily.
- 4) Prepares and keeps a list of students riding the bus.
- 5) Discharges students only at designated stops unless permission is granted by the principal or a note of permission from the parent or guardian.
- 6) Allows students who are not assigned to his/her bus to board only if permission has been granted by the principal or by a note of request from the parent or guardian.
- 7) Runs on a regular schedule and reports to the principal or supervisor any reasons for delay.
- 8) Maintains professional appearance and wears uniform.
- 9) Leaves school only after checking that all children are loaded.
- 10) Cleans thoroughly inside and outside of bus as directed by the transportation supervisor.
- 11) Does not allow students to extend any part of their body out of the bus windows.
- 12) Practices emergency unloading procedures at least twice per year.
- 13) Does not leave bus with motor running. Has brake set any time when leaving the bus.
- 14) Makes sure all emergency equipment, such as first aid kits, fire extinguishers, chains, flares, axe, etc are on bus and in good condition.
- 15) Completes all required reports on date requested.
- 16) Follows the Wirt County Discipline Policy.
- 17) Must be available for emergency school closings.
- 18) Reports any accident or damage to bus immediately to the transportation director.
- 19) Reports needed repairs to mechanic.
- 20) Follows railroad crossing procedures.
- 21) Maintains positive work habits.
- 22) Performs duties efficiently and productively.
- 23) Maintains and/or upgrades skills.
- 24) Performs other duties assigned by the transportation director.
- 25) Bus will remain parked at assigned location during and after school hours.

**Qualifications:**

- High School Graduate or GED
- Hold certification as a bus operator as required by WV Transportation Regulations
- Possess the knowledge, skills and ability to successfully carry out responsibilities of the position

**Salary:**

Based on Wirt County Salary Scale, job classification and years of service

**Equal Employment Opportunity**

Employment opportunity will be granted to all persons regardless of race, religion, color, sex, national origin, or disability, and no discrimination based upon such factors will be made in the salary, promotion, demotion, or termination of any employee.