

**PENDLETON COUNTY SCHOOLS
JOB DESCRIPTION**

Bus Driver

QUALIFICATIONS:

High School Diploma or Equivalency; Hold a valid bus operator's certificate; Pass an annual medical examination; Hold a valid First Aid Certificate.

REPORTS TO:

Director of Transportation

DUTIES:

Operates the school bus daily in a safe and efficient manner.

WORK HOURS:

As assigned and determined by the Director of Transportation.

RESPONSIBILITIES:

The bus operator shall be responsible for maintaining positive work habits; performing duties efficiently and productively; maintaining and/or upgrading skills; maintaining personal qualities appropriate for assigned job.

PERFORMANCE STANDARDS:

The following performance standards and indicators further define the job responsibilities of a bus operator:

A. Work Habits

1. Maintains an accurate morning and evening time schedule.
2. Prepares the bus for inspection by the State Inspector.
3. Maintains regular attendance.
4. Submits required reports and records promptly and accurately.
5. Reports mechanical defects for repair promptly.
6. Performs pre-trip inspection.
7. Operates the bus in a safe and efficient manner and obeys all laws.

B. Performance

1. Understands and complies with West Virginia Department of Education and Pendleton County Board of Education Pupil Transportation Policies and Regulations.
2. Provides a safe environment for students on the bus through good student control and discipline.
3. Fosters a climate that permits effective communications with parents and students.
4. Sweeps and cleans the bus on a daily basis or more often if needed.
5. Reports any accident or damage to the bus immediately.

C. Training and Experience

1. Upgrades driving skills through county in-service programs.
2. Participates in School Bus Rodeo sponsored by county, area or region.

D. Personal Qualities

1. Maintains a neat and acceptable appearance.
2. Projects a positive general attitude.
3. Takes pride in the care of the bus.
4. Exhibits dependability in the duties of a bus operator.