

**SUMMERS COUNTY SCHOOLS**  
**116 Main Street**  
**Hinton WV 25951**  
**(Please Post)**

**To:** All Interested Persons  
**From:** Eric Widdoes, Personnel Director  
**Subject:** Service Personnel Vacancy  
**Date:** October 14, 2019

The Summers County Board of Education has the following vacancy for a **Bus Operator** for the remainder of the 2019-2020 school term is now accepting applications for this position.

**POSITION:** Bus Operator

**QUALIFICATIONS:**

1. Physically fit, according to the WV School Transportation regulations.
  2. Satisfactory driving record with the WV Dept. of Safety, including all qualifications set forth in the WV School Transportation regulations.
  3. Must hold (CDL) Commercial Driver's License.
  4. High School Graduate or GED
  5. Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4
  6. Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1
- Applicant will be considered in the order outlined in 18A-4-8b.

**SALARY:** State Scale

**TERM:** Remainder of the 2019-2020 school term

**BUS RUN: Bus #141**

Starts @ Talcott School at 6:45 a.m., first pick up 6:50. Bus Run starts at Nelson's and goes out Stoney Creek Road, through Ballengee to Wayside Road. then circles back to Ballengee, Talcott, Fire House Road and back to Talcott Elementary. Transfer with buses #138, 44, 147 and 139. Follows Rt.3 and 12 from Talcott Elementary to Summers County High School. Evening run reverse of morning run. Line up behind 138, 146 at SCHS. (Evening, last stop 4:10)

**APPLICATION PROCEDURE:** Must submit application no later than **3:00 p.m. on**

**October 18, 2019** to:

Eric Widdoes, Personnel Director  
Summers County Schools  
116 Main Street  
Hinton WV 25951 466-6000

***DISCRIMINATION PROHIBITED***

*As required by Federal laws and regulations, the Summers County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of any of its educational programs and activities. Inquiries may be directed to Dr. Linda Knott Title IX and Section 504 Coordinator, Summers County Board of Education, 116 Main Street, Hinton WV 25951, phone 466-6006; to the State Elimination of Sex Discrimination Project Coordinator, phone 558-7864; or to the U.S. Department of Education's Director of the Office for Civil Rights, 1-800-421-3481.*

**SUMMERS COUNTY SCHOOLS**  
**JOB DESCRIPTION**  
**Bus Operator**

**QUALIFICATIONS:**

1. *Physically fit, according to the “West Virginia School Transportation Regulations”*
2. Satisfactory driving record with the WV Department of Safety
3. including all qualifications set forth in the “**West Virginia School Transportation Regulations**”
4. Must hold (CDL) Commercial Driver’s License when making application.
5. Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4
6. Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1

**RESPONSIBLE TO:** Transportation Director, Superintendent or other designated school official

**SUPERVISES:** All passengers who ride his/her school bus

**PERFORMANCE RESPONSIBILITIES:**

1. **The bus operator shall run his/her school bus over his/her established route or routes every day that school is in session, according to his/her time schedule, picking up and discharging students at their designated stops.**
2. **Shall comply with “West Virginia School Transportation Regulations”**
3. **Shall comply with the Summers County Transportation Policy.**
4. **Report to schools served and transportation office by phone, as possible, when bus won’t be making its run.**
5. **The bus operators shall work cooperatively with principals and teachers of schools they serve.**
6. **The bus operators shall report to the proper authority all accidents, break downs, discipline problems and any other problems, as soon as possible.**
7. **Reports incidents, and work cooperatively with the school principal and assistant principal.**
8. **Perform any and all other job related duties as assigned by the transportation director and the superintendent.**
9. **This job description remains in effect until revised or rewritten by the superintendent.**