



Notice of Job Vacancy #24-036

Posting Date: August 24, 2023

Position: Part-Time Bus or Van Aide for EPIC Special Needs Transportation Program in Berkeley County

Employment Term: Part-Time / "As Needed"

Please note: Part-time EPIC staff do not work when assigned locations are closed due to breaks in the school calendar, holidays, inclement weather, remote learning, or any other reason when those events fall within the employment dates shown on the employee's annual employment letter.

Salary: \$15.00 per hour – NTE 30 hours per week

Position Overview: Successful candidates will provide support to students who are being transported to/from school on a bus or van. Candidates will be hired on a part-time "as needed" basis for either the EPIC Pre-K Special Needs Transportation program or the EPIC K-12 Special Needs Transportation program. If you have a preference, please indicate that on your application.

This position requires a positive attitude, the ability to work well with other support personnel including an assigned bus or van driver, patience with students with special needs, and the ability to work a flexible schedule.

Qualifications:

1. Must be able to pass a background check
2. Must have high school diploma, GED/TASC, or equivalent
3. Must be willing and able to adhere to all EPIC Policies and Procedures, Berkeley County schools Policies and Procedures, and WV School Bus Regulations.
4. Must be able to lift a minimum 40 pounds
5. Preference will be given to candidates who have experience driving a school bus.
6. Preference will be given to candidates who have experience working with students with special needs.

Duties & Responsibilities:

1. Assist the bus or van driver in safety checks and preparing the bus or van for morning and afternoon runs
2. Assist students while boarding, riding, and exiting the bus or van.
3. Assist the bus or van driver in maintaining a clean bus.
4. Maintain positive interactions with all students, parents, and staff.
5. Maintain records and provide reports as assigned.
6. Participate in meetings and/or professional development as required.
7. Other duties as assigned

Physical Demands: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position may require strenuous activity including but not limited to frequent and/or repeated standing, bending, kneeling, lifting, holding, etc.

- 1) to assure the well-being and safety of children ranging from approximately 25 to 200 (plus or minus) pounds depending on assignment in PK Special Needs or K-12 Special Needs
- 2) to assist students and/or carry supplies or other items into schools, homes, office, etc.
- 3) to climb stairs
- 4) fulfill other reasonable duties and responsibilities as required by the supervisor.

Work Environment:

- The selected candidate will have assigned duties on the bus or van and may have duties in other designated worksites, which may include locations not owned or operated by EPIC including but not limited to outdoor venues, public facilities, school buildings and/or private residences.
- The selected candidate may have to travel on paved and unpaved roads.
- EPIC transportation services are performed during the regular school year, so the selected candidate may need to travel and work in inclement weather.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties may be assigned by the Head Start Director, EPIC Administrator and/or their designee.

Reports To: EPIC Special Needs Transportation Coordinator and EPIC Administrator

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Start Date: Immediately following the onboarding process.

Application Process for Current EPIC Employees: Current employees may submit an email to sdjohnson@wvesc.org stating your interest in the posted position. The email should include your current position information as well as the position number of the job you are applying for. Please include any new information you would like to add to the application we already have on file.

Application Process for All Other Candidates: You may submit your application one of two ways.

Online application can be made via United Talent Teach-In West Virginia Application System by clicking on the link below. Be sure you have selected EPIC as one of your locations within your online application so that you may see our jobs and make application.

[Use this link to go to the online application system.](#)

Printable EPIC application can be found on the EPIC website and should include three references with contact information as well as a copy of your bus driver credential.

[Use this link to access the printable EPIC application.](#)

You may drop off your completed printable application at our EPIC main office M-F from 8-4 or submit it one of the following ways:

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources
Email to Shannon Johnson at sdjohnson@wvesc.org
Fax to 304-267-3599 Attention: Human Resources

This job posting will remain open until all positions are filled or no longer needed.

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.