

Notice of Job Vacancy #24-097

Posting Date: March 22, 2024

Position: Bus Operator Trainer serving Mineral County

Employment Term: Part-time / "as needed"

Salary: \$30.00 per hour

Qualifications:

- High School Diploma, GED or equivalent
- Class "B" CDL with passenger and school bus endorsements
- Knowledge of state and federal laws, regulations, and policies related to bus operators
- Knowledge and skill in operating a school bus
- Appropriate knowledge of bus mechanics
- Ability to adapt to program needs as directed
- Proven ability to effectively teach required subjects for State bus operator's certification
- Proven ability to effectively teach CDL requirements
- Proven ability to effectively teach soft skill categories (i.e. confidentiality, intervention skills)
- Ability to communicate effectively with trainees, staff, and supervisors in a positive manner
- Proven ability to organize, maintain, and submit training related documentation in a timely manner
- Previous bus operator training experience and certification
- Ability to effectively schedule and facilitate training and/or testing

Job Description/Responsibilities: EPIC bus operator trainers shall provide effective and efficient practical and classroom training to perspective bus driver candidates. Bus operator trainers may be trained to test prospective bus operator candidates. All EPIC bus operator trainers will be expected to maintain high standards of training and will utilize best practices as they are identified.

Reports To: County Transportation Director; EPIC Administrator

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

Anticipated Start Date: to be determined pending approval process

Application Process: Candidates may make application one of the following ways:

Online application can be made online via Teach-In West Virginia Application System.

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

Hard copy EPIC application can be downloaded from the EPIC website.

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

Once the hard copy application is complete:

Email to Shannon Johnson at sdjohnson@wvesc.org

Fax to 304-267-3599 Attention: Human Resources

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources

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

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.

