



## **Notice of Job Vacancy #24-136**

Posting Date: June 6, 2024

Position: Critical Needs Substitute Bus Driver for the EPIC Special Needs Transportation Program in Berkeley County

Employment Term: substitute / on call / "as needed"

Salary: \$19.50 per hour

Position Overview: The successful candidate will be on call to transport children with special needs to/from school. Other runs may be assigned. This position requires a positive attitude, patience with young children, and the ability to work closely with other support personnel to provide a kind, positive, and supportive environment.

### Qualifications:

1. Must have a valid CDL license and valid WV School Bus Operator's certification
2. Must have high school diploma, GED/TASC, or equivalent
3. Preference will be given to candidates who have experience driving a school bus.
4. Preference will be given to candidates who have experience working with children with special needs.

### Duties & Responsibilities:

1. Demonstrate sensitivity to diversity and foster a fully inclusive and equitable workplace.
2. Perform safety checks before/after each run.
3. Follow all laws and safety guidelines when operating the bus.
4. Safely transport students and/or supplies as assigned.
5. Maintain a clean, safe, and healthy bus environment for students.
6. Provide warm, high-quality adult/child interaction with students.
7. Provide positive interactions with parents.
8. Work collaboratively and professionally with all support personnel.
9. Deliver the bus to the local garage for maintenance as needed.
10. Maintain records and provide reports as assigned.
11. Participate in meetings and/or professional development as assigned.
12. 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, squatting, kneeling, chasing, lifting, holding, etc.

- 1) to assure the well-being and safety of children ranging from approximately 25 to 80 (plus or minus) pounds
- 2) to provide age-appropriate interactions with young children on their level
- 3) to model appropriate loading and unloading from the bus
- 4) to carry supplies into homes, the school, the office, etc.
- 5) to safely climb stairs and use ramps as needed
- 6) to fulfill other reasonable physical duties and responsibilities as required by the supervisor.

Work Environment:

- The selected candidate will have assigned duties on the bus and within Berkeley County Schools sites 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 drive 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 program supervisor, EPIC Administrator and/or their designee.

Reports To: EPIC Transportation Coordinator, Berkeley County Schools Transportation Director, EPIC Administrator

Conditions of Employment: Recommended by the EPIC Transportation Coordinator and EPIC Administrator; Confirmed by the EPIC Regional Council.

Anticipated Start Date: August 2024

Application Process:

**Online application** can be made via Teach-In West Virginia Application System by clicking on the link below:

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

**Hard copy EPIC application** can be found at [www.epicresa8.org/workforus](http://www.epicresa8.org/workforus) or by [using this link.](#)

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources  
Email to Shannon Johnson at [sdjohnson@wvsc.org](mailto:sjohnson@wvsc.org)  
Fax to 304-267-3599 Attention: Human Resources

**This posting will remain open until the positions are filled or no longer needed.**