



Notice of Job Vacancy #26-061

Posting Date: December 11, 2025

Position: Head Start/Pre-K Substitute Bus Drivers in **Jefferson County**

Employment Term: Substitute/part-time /"as needed"

Salary: Daily Rate based upon the [FY'26 EPIC service salary schedule – Grade D](#)

Qualifications: Applicant must have a valid CDL license, WV school bus driver's certification, and high school diploma/GED or equivalent. Preference will be given to applicants with experience driving a school bus and/or working with young children.

Job Description: Safely transport preschool children for morning and afternoon classroom sessions as well as field trips and other family activities as needed.

Responsibilities: Drive a school bus; delivery of vehicle for maintenance to local garage; record-keeping and reporting; attend meetings as required; adherence to Federal Head Start Performance Standards; adherence to WV Pre-K Standards; adherence to EPIC Policies and Procedures; adherence to WV Child Care Licensing Requirements; and adhere to WV School Bus Regulations.

Reports To: County Lead Bus Driver, Transportation Specialist, Head Start Director, EPIC Administrator

Conditions of Employment: Recommended by the Head Start Director and EPIC Administrator; Confirmed by the Head Start Policy Council and EPIC Regional Council

Start Date: Immediately following the onboarding process.

To Make Application: 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.

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

Printable EPIC application can be found on the EPIC website and must include three references with contact information.

[Use this link to access the printable EPIC Head Start 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 Terri Hickerson at terri.hickerson@wvsc.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.
Head Start/Early Head Start is funded by the US Administration for Children and Families.