



## **Notice of Job Vacancy #26-016**

**Posting Date:** June 9, 2025

**Position:** Bus Operator Trainer serving Pendleton County (2 positions)

**Number of Positions:** Two (2)

**Employment Term:** Part-time / "as needed"

**Salary:** \$30.00 per hour

**Qualifications:**

- High School Diploma, GED, TASC 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 prospective 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:** July 1, 2025

**Application Process:** You may submit your application one of two ways:

**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 by [clicking on this link.](#) Once completed, you may submit it along with your credentials to EPIC one of the following ways:

[Use this link to upload your application to our secure portal.](#)

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources  
Fax to 304-267-3599 Attention: Human Resources

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

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.