



Notice of Job Vacancy #23-022

Posting Date: May 6, 2022

Position: Bus Operator Trainers in Jefferson 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 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: to be determined pending approval 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.