



GILMER COUNTY SCHOOLS JOB DESCRIPTION

FOR THE POSITION OF **BUS OPERATOR**

REPORTS TO: Transportation Director

JOB GOAL: To safely transport students to and from school

PERFORMANCE RESPONSIBILITIES:

1. Becomes thoroughly familiar with the contents of the West Virginia Transportation Regulations for school bus operators.
2. Posts in the bus a copy of the Regulations for Pupils Transported in School Buses and a copy of the bus schedule.
3. Performs pre-trip inspections daily.
4. Prepares and keeps a list of students riding the bus.
5. Discharges students only at designated stops unless permission is granted by the principal or a note of permission from the parent or guardian.
6. Allows students who are not assigned to his/her bus to board only if permission has been granted by the principal or by a note of request from the parent or guardian.
7. Runs on a regular schedule and reports to the principal or supervisor any reasons for delay.
8. Maintains professional appearance and wears uniform.
9. Leaves school only after checking that all children are loaded.
10. Cleans thoroughly inside and outside of bus as directed by the transportation supervisor.
11. Does not allow students to extend any part of their body out of the bus windows.
12. Practices emergency unloading procedures at least twice per year.
13. Does not leave bus with motor running. Has brake set any time when leaving the bus.
14. Makes sure all emergency equipment, such as first aid kits, fire extinguishers, chains, flares, axe, etc are on bus and in good condition.
15. Completes all required reports on date requested.

16. Follows the Gilmer County Discipline Policy.
17. Must be available for emergency school closings.
18. Reports any accident or damage to bus immediately to the transportation director.
19. Reports needed repairs to mechanic.
20. Follows railroad crossing procedures.
21. Maintains positive work habits.
22. Performs duties efficiently and productively.
23. Maintains and/or upgrades skills.
24. Performs other duties assigned by the transportation director.
25. Bus will remain parked at assigned location during and after school hours.