

**Summers County Schools  
Job Description  
Mechanic/Bus Operator**

**POSITION: Mechanic/Bus Operator: Note both job descriptions below.**

**QUALIFICATIONS:**

1. High school graduate or equivalent.
2. Pass competency test pursuant to WV Code 18A-4-8e.
3. Hold Class "B" CDL with P and S endorsements, must have or complete within one year.
4. Must complete Bus Operator class within one year.
5. General experience in service station-type automotive maintenance, plus related experience on buses, trucks or other heavy duty vehicular equipment.
6. Physically fit, according to the WV School Transportation regulation.
8. Satisfactory driving record with the WV Department of Safety, including all qualifications set forth in the WV School Transportation regulations.
7. Ability to work under pressure.
8. Ability to communicate with staff.
9. Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4.
10. Drug test conducted pursuant to Summers County Board of Education Policy IV-H-1.

**SALARY:** State Scale (pay grade "F")

**TERM:** 240 days

**RESPONSIBLE TO:** Transportation Director

***SUMMERS COUNTY SCHOOLS  
JOB DESCRIPTION***

**QUALIFICATIONS:**

1. High School graduate or equivalent
2. Hold Class "B" CDL with P and S endorsements, must have or complete within one year.
3. Must complete Bus Operator class within one year.
4. General experience in service station-type automotive maintenance, plus related experience on buses, trucks or other heavy duty vehicular equipment.
5. Be in good physical condition
6. Ability to work under pressure
7. Ability to communicate with staff

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8. Criminal background check conducted pursuant to Summers County Board of Education IV-G-4
9. Drug test conducted pursuant to Summers County Board of Education Policy IV-H-1
10. Pass Competency test pursuant to WV Code 18A-4-8e.

**PERFORMANCE RESPONSIBILITIES:**

The specific duties should include, but are not limited to, the following activities:

1. Assist Chief Mechanic in overhaul, rebuilding and replacing major assemblies and components.
2. Lubricate buses and other automotive equipment to include chassis lube, oil and filter changes, gearbox fill or drain and flush, wheel bearing pack and all other lubricating and air cleaner service procedures, as required.
3. Verify operational safety of equipment and devices, such as brakes, clutch, lamps, mirrors, glass, fire extinguishers, first aid kits, highway warning kits, horn, warning lamps and buzzers, emergency exits, wipers, signs, tires, etc.
4. Change and repair tires, perform complete battery service and brake adjustments.
5. Install antifreeze; service cooling systems; inspect and replace hoses, caps valves etc.
6. Make minor repairs by replacing lamps, spark plugs, ignition parts, patches and switches, as required.
7. Operate lubrication equipment, hoist, compressor, battery charger, diagnostic equipment, headlight adjustment machine, alignment board, spark plug tester, drills, presses, air wrenches and other tools and equipment, as required in the performance of assigned duties.
8. Drive service truck for roadside service, as required.
9. Assist in cleaning and organizing the shop, parts room and other maintenance facilities.

**PERFORMANCE STANDARDS:** See performance standards for all service personnel.

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**EVALUATION:**

Evaluation will be performed by the Transportation Director or appropriate county office personnel as designated by the Superintendent.

**SUMMERS COUNTY SCHOOLS**  
**JOB DESCRIPTION**  
*Bus Operator*

**QUALIFICATIONS:**

1. *Physically fit, according to the “West Virginia School Transportation Regulations*
2. Satisfactory driving record with the WV Department of Safety including all qualifications set forth in the “**West Virginia School Transportation Regulations**”
3. Must hold (CDL) Commercial Driver’s License when making application
4. Pass competency test pursuant to WV Code 18A-4-8e.
5. Criminal background check conducted pursuant to Summers County Board of Education Policy IV-G-4.
6. Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.
7. Pass competency test pursuant to WV Code 18A-4-8e

**RESPONSIBLE TO:** Transportation Director

**SUPERVISES:** All passengers who ride his/her school bus

**PERFORMANCE RESPONSIBILITIES:**

1. The bus operator shall run his/her school bus over his/her established route or routes every day that school is in session, according to his/her time schedule, picking up and discharging students at their designated stops.
2. Shall comply with “West Virginia School Transportation Regulations”
3. Shall comply with the Summers County Transportation Policy.
4. Report to schools served and transportation office by phone, as possible, when bus won’t be making its run.
5. The bus operators shall work cooperatively with principals and teachers of schools they serve.

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6. The bus operators shall report to the proper authority all accidents, break downs, discipline problems and any other problems, as soon as possible.
7. Report incidents, and work cooperatively with the school principal and assistant principal.
8. Perform any and all other job related duties as assigned by the transportation director and the superintendent.
9. This job description remains in effect until revised or rewritten by the superintendent.

***DISCRIMINATION PROHIBITED***

*As required by Federal laws and regulations, the Summers County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of any of its educational programs and activities. Inquiries may be directed to Dr. Linda Knott, Title IX and Section 504 Coordinator, Summers County Board of Education, 116 Main Street, Hinton WV 25951, phone 466-6005; to the State Elimination of Sex Discrimination Project Coordinator, phone 558-7864; or to the U.S. Department of Education's Director of the Office for Civil Rights, (215)596-6795.*