

Tyler County Schools  
P.O. Box 25  
Middlebourne, WV 26149

# Posting Reference #19-785

## Attention: All Service Personnel

### NOTICE OF VACANCY

**POSITION:** Bus Operator, Bus and Route 53

**LOCATION:** Ten Mile/Wolfe Pen/Ten Mile/Lower Elk Fork/Rt. 180,  
Temple Circle/Rt. 18 (PM only)/TyCon/AIB

**SHIFT:** Day shift per established bus route

**POSTING DATE:** April 17, 2024

**APPLICATION DEADLINE:** April 23, 2024 3:00PM

**QUALIFICATIONS:** Candidates must hold a current and valid CDL with passenger and school bus endorsements.

Candidates will be considered in order as listed in the attached “*Order of Consideration*”

**RESPONSIBILITIES:** See the attached job description.

**TERMS OF EMPLOYMENT:** This is a 200-day contract for the 2024-2025 school year.

**COMPENSATION:** Based on Tyler County Salary Schedule.

**BENEFITS:**

- Free Optical Insurance
- Worker’s Compensation
- Life Insurance
- OS Day Compensation
- Unused Leave Compensation
- Social Security
- Health Insurance
- Liability Insurance
- Sick Leave Bank
- Free Dental Insurance
- Retirement
- Paid Sick Leave
- Tax Sheltered Annuity
- Health Reimbursement Account
- Unemployment Compensation

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**DIRECTIONS TO APPLY THROUGH OUR DISTRICT WEBSITE:**

1. go to website <http://www.tylercountypublicschools.com>
2. Click on the MENU button
3. Click Employment link
3. Open the link Application Documents
4. Click on the links to get the forms needed for application.

**PROCEDURES FOR APPLICATION FOR CLASSIFIED SERVICE PERSONNEL POSITIONS:**

Send all listed application materials to:

Tricia Feldmeier, Director of Human Resources  
Tyler County Schools  
P.O. Box 25  
Middlebourne, WV 26149

Documents and certifications required to be submitted by the Deadline for Application shown on the posting are:

- Complete application and supplemental documents as provided and requested by the Tyler County School District in their application packet. Applications are available online; however, a complete packet will be mailed at the applicant's request. Documents to be provided by the deadline stated in the posting for consideration for employment are:
  1. A Bid Form for Classified Service Personnel Vacancies
  2. The four-page application
  3. A "Disclosure of Background Information" form
  4. A current résumé that includes your work history.
  5. A copy of your high school diploma and a transcript showing your date of graduation from high school.
  6. Copies of unofficial transcripts from any and each institution where you completed post-secondary coursework. This includes any college or trade school attended after graduating from high school or acquiring a GED.
  7. Three (3) letters of reference provided using the form in the application packet and provided online. \*

**NOTE:** **Current employees will only need to submit the appropriate bid form unless the candidate has updated information to be considered by the hiring committee.**

# TYLER COUNTY SCHOOLS

## Job Description

**TITLE:** Bus Operator and Substitute Bus Operator

**QUALIFICATIONS:**

1. Physically fit, according to the West Virginia School Transportation Regulations.
2. Satisfactory driving record with the West Virginia Department of Safety.
3. Including all qualifications set forth in the West Virginia School Transportation Regulations.
4. The same qualifications, duties and responsibilities, rules and regulations for regular bus operators shall be the same for all substitute bus operators.

**RESPONSIBLE TO:** Director of Transportation and Maintenance

**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. Comply with West Virginia Schools Transportation Regulations.
3. Comply with Tyler County Schools Transportation Policy.
4. Report to the Transportation Office by phone, as soon as possible, when their bus will not be making its run. The schools served will be notified by the Transportation Office.
5. The bus operator shall work cooperatively with principals, teachers, parents, and garage personnel.
6. The bus operator shall report to the proper authorities all accidents, breakdowns, discipline problems and any other problems, as required by county policy.
7. Maintain positive work habits.
8. Perform duties efficiently and productively.
9. Maintain and/or upgrade skills.
10. Perform any other duties required by law, the state and local board of education, Superintendent of Schools, State Superintendent of Public Safety, and Director of Transportation and Maintenance.

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| <b>EVALUATION:</b> | A minimum of two (2) evaluations per year is required for non-tenured employees. A minimum of one (1) evaluation per year is required for tenured employees. |
| <b>SALARY:</b>     | Based on state and county salary schedule.   |
| <b>SOURCE:</b>     | Board of Education Minutes   |
| <b>DATE:</b>       | 8/12/85  |

# ORDER OF CONSIDERATION

According to WV Code §18A-4-8b, amended and passed by the Legislature on April 11, 2009, effective on July 10, 2009, any job openings for school service personnel shall be filled based on seniority, qualifications, and evaluations of past service in the following order:

1. Regularly employed service personnel who hold a classification title within the classification category of the vacancy;
2. Service personnel on the preferred recall list who have held a classification title within the classification category of the vacancy;
3. Regularly employed service personnel who do **not** hold a classification title within the classification category of the vacancy;
4. Service personnel on the preferred recall list who have **not** held a classification title within the same classification category as the vacancy;
5. Substitute service personnel who hold a classification title within the same classification category as the vacancy;
6. Substitute service personnel who do **not** hold a classification title within the same classification category as the vacancy; and
7. New service personnel.

WV Code §18-A-4-8b = Qualifications shall mean that the applicant holds a classification title in his or her category of employment and must be given first opportunity for promotion and filling vacancies.

\* Employees placed upon preferred recall list as a result of a Reduction in Force (RIF) shall be recalled to any position opening by the County Board within classification(s) where they had previously been employed, or to any lateral position for which the employee is qualified or to a lateral area for which an employee has certification and / or licensure.

WV Code §18A-4-8g = Service personnel who are employed in a classification category at the time when a vacancy is posted in the same classification category of employment shall be given first opportunity to fill such vacancy.

*Seniority acquired within different classification categories shall be calculated separately, that when a school service employee makes application for a position outside of the classification currently held, if the vacancy is not filled by an applicant within the classification category of the vacancy, the applicant shall combine all regular employment seniority acquired for the purpose of bidding on the position.*

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DISCRIMINATION PROHIBITED: The Tyler County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, age, and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Tricia Feldmeier, Title IX Coordinator, Tyler County Board of Education, P.O. Box 25, Middlebourne, WV 26149, telephone number 304-758-2145; or to Melinda Walton, Section 504 Coordinator, Tyler County Board of Education, P.O. Box 25, Middlebourne, WV 26149, telephone number 304-758-2145, or to the U.S. Department of Education's Director of the Office for Civil Rights, telephone 215-596-6795.