



## **Notice of Job Vacancy #19-041**

**Posting Date:** January 9, 2019

**Position:** Part-time Van Driver in Berkeley County

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

**Salary:** \$13.50 per hour

**Qualifications:** Successful applicant must:

- hold a high school diploma or equivalent
- hold or be willing to obtain at least a [Class D](#) driver's license
- have a clean driving record with no points on license
- pass a full background check, driving record check and physical exam
- include references from previous employer(s) with application

Preference will be given to candidates with verified experience driving a van or school bus and/or working with children.

**Job Description/Responsibilities:** Transport children to school for morning and afternoon runs as well as other substitute runs as needed

**Reports To:** BCS Transportation Director; EPIC Administrator

**Conditions of Employment:** Recommended by the BCS Transportation Director and EPIC Administrator; Confirmed by the EPIC Regional Council

**Start Date:** To be determined, pending approval process.

**Application Process for Current Employees:** If your application, resume or reference information has changed since you were hired, please submit updated information along with a letter of application to be considered. If nothing has changed, a letter of application should be sent via email, mail or fax to Shannon Johnson, Human Resources Director. Current employees are also welcome to apply via Search Soft (see below.)

**Application Process for New Candidates:** You may submit your application one of FOUR ways:

**Online application** can be made via Search Soft by clicking on the link below:

[https://ats1.searchsoft.net/ats/app\\_login?COMPANY\\_ID=00012808](https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808)

**Hard copy EPIC application** can be found at [www.epicresa8.org](http://www.epicresa8.org)

1. Submit hard copy applications and cover letter to:  
EPIC  
109 South College Street  
Martinsburg, WV 25401 Attention: Shannon Johnson, HR Director
2. A copy of the EPIC application with cover letter may be submitted electronically to [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org).
3. A copy of the EPIC application and cover letter may be FAXED to 304-267-3599 Attention: S. Johnson.

All applications must be received by **January 15, 2019 by 3:00 p.m.** for consideration.

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.