



Notice of Job Vacancy #20-066

Posting Date: September 23, 2019

Position: Part-Time Extra Curricular Bus Driver serving Jefferson County Schools

Employment Term: part-time / "as needed"

Salary: \$25.00 per hour

Qualifications: Applicant must have a valid CDL license, WV school bus driver's certification, high school diploma/GED or equivalent; preference will be given to applicants with bus driving experience. All EPIC employees must remain free of any alcohol and non-prescribed drugs while in the workplace. Applicants who have been dismissed or who have had their contracts non-renewed for cause by any school system or who have recent unsatisfactory evaluations by any school system will not be eligible for consideration.

Job Description: Transport Jefferson County Schools students to extra-curricular events and activities.

Responsibilities: The selected candidate(s) will arrive at the Jefferson County Transportation Department by 3:00 pm on days you are scheduled to perform a run; safely drive a school bus delivering students to designated locations within Jefferson County or in surrounding areas; and upon dropping off students, return the bus to the Jefferson County Bus Garage. Drivers must also complete required record-keeping and reporting as instructed and adhere to all WV School Bus Regulations and EPIC Policies and Procedures.

Reports To: Jefferson County Transportation Director; EPIC Administrator

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Start Date: To be determined, pending approval process

Application Process for Current EPIC 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 EPIC employees may also apply via Search Soft (see below.)

Application Process for New Candidates: If you do not currently work for EPIC, you may apply by:

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

https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808

Hard copy EPIC application can be found at 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@wvsc.org
3. A copy of the EPIC application and cover letter may be FAXED to 304-267-3599 Attention: EPIC HR

This vacancy notice will remain open until filled.