



Notice of Job Vacancy #21-109

Posting Date: January 13, 2021

Position: Part-time Van Drivers for the EPIC Special Needs Transportation Program in Berkeley County

Employment Term: part-time / “as needed”

Salary: \$15.00 per hour

Qualifications: Successful applicants must:

- hold a high school diploma or equivalent
- hold or be willing to obtain at least a [Class D](#) driver’s license
- have at least 3 years of licensed driving experience
- 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 with special needs.

Job Description/Responsibilities: Transport children with special needs to school for morning and afternoon runs as well as other substitute and/or food delivery runs on an “as needed” basis

Reports To: EPIC Transportation Coordinator; EPIC Administrator

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

Start Date: TBD – once appropriate hiring paperwork/procedures are in place

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 employees may also apply via Search Soft (see below.)

Application Process for New Candidates: You may submit your application one of the following 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

Hard copy and “fillable” pdf version of our 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@wvesc.org
3. A copy of the EPIC application and cover letter may be FAXED to 304-267-3599 Attention: S. Johnson.

Applications will be accepted for consideration through March 31, 2021 or until all positions are filled.

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.