



## **Notice of Job Vacancy #21-118**

**Posting Date:** April 1, 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 2 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](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](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@wvsc.org](mailto:sdjohnson@wvsc.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 until all positions are filled.**

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.