



Notice of Job Vacancy #22-005

Posting Date: July 8, 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 to school for morning and afternoon runs as well as other substitute or assigned runs as needed. May also be utilized to deliver food / supplies to county families.

Reports To: Berkeley County Schools Transportation Director; EPIC Administrator

Conditions of Employment: Recommended by the Berkeley County Schools Transportation Director and EPIC Administrator; Confirmed by the EPIC Regional Council

Start Date: TBD following new hire paperwork and onboarding procedures for new employees

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 to Shannon Johnson, Human Resources Director.

sdjohnson@wvesc.org 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 EPIC application can be found at www.epicresa8.org

1. Submit hard copy applications to:

EPIC

109 South College Street

Martinsburg, WV 25401 Attention: Shannon Johnson, HR Director

2. A copy of the EPIC application may be submitted electronically to sdjohnson@wvesc.org

3. A copy of the EPIC application may be FAXED to 304-267-3599 Attention: S. Johnson.

Applications will be accepted for consideration through August 30, 2021 or until all positions are filled.

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.