



Notice of Job Vacancy #22-056

Posting Date: January 4, 2022

Position: Part-time Bus Aide in Berkeley County

Employment Term: part-time / "as needed"

Salary: \$11.50 per hour

Qualifications: Applicant must be able to pass a background check, be able to work flexible hours, have patience with students with special needs, have the ability to lift a minimum of 40 pounds, and hold a high school diploma or equivalent. Preference will be given to applicants with experience working with children.

Job Description: Provide assistance to the driver and support with interaction with students with special needs on the bus as needed.

Responsibilities: Drive a school bus; delivery of vehicle for maintenance to local garage; record-keeping and reporting; attend meetings as required; adherence to EPIC Policies and Procedures; adherence to Berkeley County Schools Policies and Procedures; and adhere to WV School Bus Regulations.

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

Application Process for New Candidates: Please indicate your preferred county or counties in your application, which may be submitted one of the following ways:

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

https://ats1.atenterprise.powerschool.com/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@wvesc.org
3. A copy of the EPIC application and cover letter may be FAXED to 304-267-3599 Attention: EPIC HR

This position will remain open until the position is filled.