

**GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
JOB ANNOUNCEMENT**

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: School Bus Operator

LOCATION: St. Thomas/St. John School District - St. Thomas,

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers.sttj@vide.vi

Deadline for applying: January 26, 2018

Starting Salary: \$ 25,195 **GRADE:** EC-19 **STEP:** 00

Union: American Federation of Teachers – (AFT)

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

- Operates medium and heavy school buses in transporting students to and from school;
- Checks vehicle to determine that it is supplied with gas and oil that tires are properly inflated, lights are working properly, and that necessary repair tools are available;
- Changes tires and makes minor repairs and adjustment to automotive equipment;
- Washes and cleans interior and exterior of automotive equipment;
- Maintains trip records of time and place of pick-up of passengers or supplies, mileage covered, and other related information as required;
- Reports to supervisor on accidents, pupil misbehavior, dangerous road conditions and other unusual situations and conditions;
- Performs other related work as required.

Knowledge, Skill and Abilities

- Ability to judge speed and distance of approaching vehicles;
- Ability to understand and carry out oral and written instructions;
- Ability to prepare and maintain routine reports;
- Ability to deal tactfully with young children and adolescents;
- Skill in the operation of automotive equipment;
- Normal hearing and vision, and good color perception.
- Ability to write a simple report.

Education and Experience

Some experience in the operation of heavy automotive equipment. Possession of a current motor vehicle operator's license valid in the Virgin Islands for a minimum of two years. Must be at least 20 years of age and completion of a twelfth grade or a GED equivalent.

Interested persons should apply by visiting our website at www.vide.vi/our-divisions/human-resources.html and select the appropriate application for submission procedures.

Send your complete application package to careers.sttj@vide.vi for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.

*****DUE TO A HIGH VOLUME OF APPLICANTS, THE DEPARTMENT WILL NOTIFY ONLY THOSE WHO ARE SELECTED FOR THE NEXT STEP IN THE RECRUITMENT PROCESS.*****

Travel, transportation and relocation expenses are not authorized for this position. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the sole responsibility of the selected candidate.
