

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

**THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:**

**POSITION TITLE:** School Bus Operator

**LOCATION:** St. Croix District

*Interested persons should contact:* **DIVISION OF HUMAN RESOURCES**  
[careers.stx@vide.vi](mailto:careers.stx@vide.vi)

**Deadline for applying:** July 5, 2018

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

**Union:** American Federation of Teachers- Support Staff Unit

***Note: This position is federally funded and is subject to the availability of funds.***

**DESCRIPTION**

Position is responsible for operating a school bus and transporting school-aged children and other authorized personnel safely and efficiently over specified routes to and from schools. They may also transport students and faculty to special events, such as field trips or sporting events. A successful employee will strive to maintain and demonstrate a proficient working knowledge of Department policies and practices, as well as all regulations governing the job while on duty. Much, if not all, of this work requires operators to perform the necessary functions of the job with little or no direct supervision. The position also requires a level of professionalism and verbal and/or written communication skills appropriate to provide quality customer service in the field. Position conducts pre-trip inspections; observes safety regulations and policies; enforces student discipline on the bus; and performs related work.

**DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):**

- Operates school buses in transporting students to and from school;
- Checks vehicle to determine that it is supplied with gas and oil; tires are properly inflated, lights are working properly, and that necessary repair tools are readily 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 students or supplies, mileage covered, and other related information as required;
- Reports any incidents of accidents, pupil misbehavior, dangerous road conditions and other unusual situations and conditions to supervisor;
- 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**

- HSD or equivalent **AND;**
  - Possession of a current motor vehicle operator's license valid in the Virgin Islands for a minimum of two years **AND;**
  - Must be at least 20 years of age equivalent **AND;**
  - Must complete bus driving course and be certified
  - VIPD traffic record **AND;**
  - School Bus Inspection Report (DMV)

Interested persons should apply by visiting our website at <http://jobs.vide.vi> and select the appropriate application for submission procedures.

Send your complete application package to [careers.stx@vide.vi](mailto:careers.stx@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. \*\*\*\***

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*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.*

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