

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

**POSITION TITLE:** School Bus Operator

**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.