

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  
(340) 774-0100 EXT. 8078, 8226, 8054**

Deadline for applying: August 17, 2010

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

Union: American Federation of Teachers – (AFT)

Position: St. Thomas District (2)

**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.

**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.

**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.

**“NO PERSONS SHALL BE DISCRIMINATED AGAINST IN EMPLOYMENT OR IN ANY EDUCATIONAL PROGRAM OR ACTIVITY OFFERED BY THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION ON ACCOUNT OF RACE, COLOR, CREED, NATIONAL ORIGIN, SEX, HANDICAP OR AGE”**

Posted: 07/6/2010

Nicole Jacobs  
Acting Director  
Division of Human Resources