

**Marion County Board of Education  
1516 Mary Lou Retton Drive  
Fairmont WV 26554**

TO: Qualified Personnel  
FROM: Andy Neptune, Administrative Assistant  
SUBJECT: VACANCIES  
DATE: March 20, 2017

The following substitute service positions are being considered:

**Ten (10) Substitute Bus Operators S17 03 20 99**

Qualifications:

1. High School diploma, GED, or presently enrolled in an approved adult education course in preparation to obtain a GED (Senate Bill 14, June 27, 1988)
2. Ability to communicate, read, write, and follow written and oral instructions (competency exam will be administered)
3. Ability to obtain a Commercial Driver's License (CDL)
4. Ability to meet training requirements of state and local board of education qualifying as a school bus operator. (EX-CIB fingerprint check, DMV driving check; approximately 80 hours training)
5. Ability to meet all health and age requirements of the state and local board of education

**NOTE:** Selection and training process shall be initiated immediately and completed within a reasonable time period.

**Preference will be given to those applicants possessing CDL Certification.**

**BID FORMS ARE AVAILABLE ONLY IN THE PERSONNEL OFFICE.**

**Posting number MUST be on all vacancy forms.**

Appointment will be made in accordance with West Virginia school law. Therefore, priority consideration will be given to those persons presently employed by Marion County Schools. Anyone interested in applying for the vacancies as posted, should submit an Application for Vacancy form to the Personnel Office, Marion County Schools, 1516 Mary Lou Retton Drive, Fairmont, WV 26554.

All applications must be received by 4:00 pm on April 3, 2017.

*No person in the United States shall, on the grounds of race, color or national origin, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."*