

SCHOOL DISTRICT NO.5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: **BUS DRIVER**

JOB SUMMARY: An employee hired to operate a school bus and other vehicles required to transport students, who is responsible to an assigned supervisor.

QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent*
2. Valid British Columbia Class 2 Driver's License with air endorsement
3. WCB Level 1 First Aid Training or equivalent
4. Minimum one year's experience operating larger vehicles.

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Solve problems related to the job..
3. Judgment of and adjustment to a variety of safety, mechanical, traffic and road conditions.
4. Be self-directed, flexible and work independently.
5. Deal effectively with children.
6. Work with disagreeable conditions from time to time.
7. Maintain confidentiality.
8. Work under pressure, e.g.: multi-task and meet deadlines.
9. Understand and act upon laws, directives and guidelines pertaining to the job.

RESPONSIBILITIES AND DUTIES:

1. Accurate completion of daily trip and pre-trip inspections which may include adding fuel, oil and other consumable fluids.
2. Accurate completion of required forms such as log books, discipline reports and traffic violations.
3. Ultimately responsible for all aspects regarding the safe operation of the vehicle and the management and discipline of all passengers.
4. Load, unload and secure wheelchairs.
5. Ensure the bus is cleaned daily and weekly as required.
6. At first opportunity drivers must report safety, mechanical, traffic, road conditions, discipline and scheduling issues that require the attention the supervisor or designate.
7. Administer first aid according to the qualifications required.
8. Provide first alert & appropriate action for accidents and other potentially serious and/or dangerous situations.
9. Attend meetings or courses, such as student discipline meetings & WHMIS, as required.

10. Provide current Driver's License Abstract annually.
11. Liaise with parents, school board personnel and the public.
12. Perform other job related duties.

March 1, 1999