



School District #54 (Bulkley Valley)
JOB DESCRIPTION
TRANSPORTATION – BUS DRIVER
Location: District Bus Garages – Smithers/Houston

SUMMARY:

Reporting to the Transportation Supervisor, the Bus Driver operates a school bus on regular and scheduled routes. Occasionally, there is a requirement to operate the bus for extracurricular trips. Drivers routinely interact with students, parents, peers and staff members. A professional and courteous manner is required when interacting with all contacts. The driver is required to conduct routine inspections of the bus as well as maintain its cleanliness.

DUTIES

- Drives a school bus on established and scheduled bus routes in a safe and professional manner.
- Transports students safely to and from schools and/or extra-curricular trips
- Performs pre-trip inspections & daily safety checks on operated vehicles.
- Adheres to schedules and safety rules and regulations
- Cleans the vehicle after each morning and afternoon bus trip and washes the floor at least once a week with water containing a disinfectant solution.
- Washes the outside of the vehicle, as required
- Reports defects and required repairs to the Mechanic
- Ability to install tire chains
- Communicates with students in Grades K-12, parents and staff members
- Reports student behavioural problems to the Transportation Supervisor/School Principal
- Provides briefings to students regarding School Bus Safety Regulation.
- Advises the Transportation Supervisor of road conditions and hazards as needed
- Maintains the appropriate records as required by the Transportation Supervisor
- Cooperates with the school educational staff regarding students in the care of the Board
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- Works as a team member and assists other bus drives as required
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

QUALIFICATIONS:

- Completion of Grade 11
- Valid Class II Driver's Licence
- Bus Driving experience would be an asset
- Understanding of the BC Motor Vehicle Act and Regulations
- Courses and training in defensive driving or a combination of training and experience would be an asset
- Excellent interpersonal skills & demonstrated experience/rapport with students in Grades K-12
- Valid Level 1 First Aid Certificate
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Workplace Hazardous Materials Information System (WHMIS) Certificate and familiarity with Workers' Compensation Board (WCB) safety procedures
- An exemplary driving record as demonstrated by a current driver's abstract
- Physical capability to perform the job duties

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation

Agreed to:

CUPE Job Description Committee

CUPE Job Description Committee

Secretary Treasurer