

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

TRANSPORTATION – BUS DRIVER

Rate of Pay: **Band # 11**

SUMMARY

- Performs a variety of skilled tasks driving regular and scheduled bus routes
- Liaises with students, parents, peers, and staff members
- Inspection and preventative maintenance on the bus
- Curricular and extra-curricular trips when required.

DUTIES & RESPONSIBILITIES

- drives in a professional and safe manner a school bus on established and scheduled bus routes transporting students safely to and from schools and/or for extra-curricular trips
- performs pre-trip inspections
- adheres to schedules and safety rules and regulations
- performs daily safety checks of the vehicle
- cleans the vehicle after the morning and afternoon bus trip on a daily basis
- washes the vehicle, if required
- reports defects and required repairs to the mechanic
- liaises with students, parents, and staff members
- advises the Manager of Transportation/Transportation Coordinator of student behavioural problems
- briefs students, quarterly, as to bus safety regulations while boarding, traveling in and leaving the bus
- advises the Manager of Transportation/Transportation Coordinator of road conditions and hazards as needed
- maintains the appropriate records as required by the Manager of Transportation/Transportation Coordinator
- cooperates with the school educational staff regarding students in the care of the Board
- performs all duties with a level of interpersonal skills appropriate to the position
- maintains the confidentiality of sensitive information seen or heard

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- BC driver's license - Class II Full Privileged with air endorsement and an exemplary driving record as demonstrated by a current driver's abstract
- valid first aid certificate and CPR training
- courses and training in defensive driving or a combination of training and experience
- must have completed the driver training orientation through the transportation department
- WHMIS 2015 and familiarity with Work Safe BC (WCB) safety procedures

EXPERIENCE

- six months of demonstrated successful experience driving vehicles requiring BC Class 2 or higher license in all seasons

SKILLS & ABILITIES

- excellent interpersonal skills and demonstrated rapport with students in Grades K to 12
- ability to use independent judgment in selecting and interpreting information
- ability to use tact and diplomacy when handling contacts of a difficult, specialized or sensitive nature, for the discussion and resolution of problems
- physical capability to perform the job duties
- understanding of the BC Motor Vehicle Act and Regulations
- basic ability to use computers

Revised: January 4, 2023

Reviewed: October 13, 2022

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.