

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

TRANSPORTATION – **TRANSPORTATION COORDINATOR / BUS DRIVER**

Rate of Pay: **Band #15**

Location: **District Bus Garage**

SUMMARY

- Assists and provides support with the planning, organizing, directing and controlling of the operation and maintenance of District school bus drivers and bus mechanics
- Ensures safe, efficient and effective transportation of students enrolled in schools throughout the area

DUTIES & RESPONSIBILITIES

- performs all duties and tasks associated with the position of school bus driver with high degree of care to prevent injury or harm to students
- supervises and provides instructions to bus drivers on an ongoing basis
- advises the Manager of Transportation with student behavioral problems
- advises Manager of Transportation on whether or not a particular route is cancelled, shortened, delayed, or started early due to these conditions
- briefs students, quarterly, as to bus safety regulations while boarding, traveling in and leaving the bus
- supervises behavior of students while boarding, traveling in and leaving the bus
- maintains the appropriate records as required by the Manager of Transportation
- cooperates with the school educational staff regarding students in the care of the Board
- schedules and directs regular routes and extra curricular travel
- purchases all materials, supplies, and equipment (PO up to \$1,000) and approves invoices
- working in conjunction with the bus driver, makes decisions governing all school district bus drivers in those areas concerning the safe pickup, movement and drop off of students utilizing the bus system
- checks submissions, for accuracy, of pre-trip inspection reports, bus defect reports, student discipline notices, expense claims, time sheets, transportation requests and any other forms pertaining to the transportation department made by drivers in their area
- encourages personal communication between school principals or teachers and bus drivers regarding the transportation of students on regular bus runs or extra curricular travel
- maintains the confidentiality of sensitive information seen or heard

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- completion of a Management/Supervisory program (equivalent to six months)
- BC Driver's License - Class II Full Privileged with air endorsement and an exemplary driving record as demonstrated by a current driver's abstract
- courses and/or training in defensive driving & demonstrated successful experience driving buses in all seasons
- valid first aid certificate and CPR training
- WHMIS 2015 and familiarity with Work Safe BC (WCB) safety procedures

EXPERIENCE

- four years of relevant work experience, including one year of recent, successful supervisory experience

SKILLS & ABILITIES

- ability to understand and apply the B.C. Motor Vehicle Act and Regulations
- excellent interpersonal skills and demonstrated experience/rapport with students in Grades K to 12
- ability to use judgment and initiative in identifying, adapting and applying procedures and approaches to address unusual problem situations and resolve most conflicts
- ability to use tact, diplomacy and human relations skills for frequent contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading or securing the co-operation of others
- ability to prepare written reports and ability to operate computerized systems
- physical capability to perform the light job duties