

# NORTH EAST SCHOOL DIVISION # 200



## JOB DESCRIPTION

**POSITION TITLE:** Bus Driver

**REPORTS TO:**       **Directly:**     **Manager of Transportation Services**  
                          **Indirectly:**   **Supervisor of Transportation**

### **Purpose:**

The primary goal of a Bus Driver is the safe, efficient, and punctual transportation of students. Related responsibility includes the transportation of adults and students on approved extra-curricular and other Board approved excursions

### **Required Education, Knowledge, Qualifications and Experience:**

- Minimum Grade 10 education and Grade 12 or equivalent is preferred
- Valid Bus Driver's License with a "S" endorsement
- A Clean Criminal Record Check and drivers abstract
- Satisfactory results from a medical examination in accordance with Board policy and *The Highway Traffic Act*.
- Related training such as courses in first aid, defensive driving, or heavy equipment operation would be considered an asset.
- Previous experience in the operation of a school bus would be considered an asset.
- Knowledge of highway and school bus legislation and regulations would be considered an asset
- Knowledge of how to deal with children with special needs is preferred
- Knowledge of equipment cleaning standards and procedures
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.

### **Required Skills and Abilities:**

- Superior driving skills
- Ability to work with minimal supervision.
- ability to stay calm, recognize, and act on possible problems early
- Ability to work as a team player with flexibility
- Ability to execute written and oral instructions for the safe, competent use of and operation of a school bus
- Ability to execute the transportation procedures as outlined in the bus driver manual.
- ability to contend with varying physical conditions of the roads and the weather
- Worked in varied climates and conditions which may include: dust, vapours, fumes or slippery floors for example
- Ability to sit for long periods of time with period of intense concentration
- Ability to possess cultural awareness and sensitivity

### **Supervision of Other Staff:**

This position does not involve the supervision of other staff.

**Duties and Responsibilities:**

Without restricting the generality of the purpose above, the Bus Driver shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Operate the school bus in a safe and efficient way according to all legislative requirements and Administrative Procedures.
- Perform daily safety and maintenance checks
- Pick up, Transport and Deliver children between school, home or on additional excursions which includes taking attendance each time.
- Ensure children's safety when boarding, leaving and crossing street while bus is stopped.
- Transport or assist in the transportation of students with disabilities.
- Ensure that students are aware of the rules and responsibilities as passengers and maintain order or discipline on the school bus when required.
- Make note of behavioural or disciplinary problems and report them in writing to the principal of the school as well as the Manager of Transportation
- Communicate and advise the transportation department about service and repair requirements for their bus as required
- Complete and submit all forms, information sheets and the Bus Driver log sheet within the timelines established by the Manager of Transportation
- Clean the School Bus inside and outside as scheduled and/or required
- Ensure the bus is safely and securely stored
- Attend transportation meetings as required by the Manager of Transportation
- Be knowledgeable and supportive of applicable Operational policies and procedures.
- Be willing to engage in life-long learning with respect to training and professional development.
- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students, parents and the public.
- May perform other related duties as assigned by the supervisor.

**Judgment, Independence and Client/Peer Contact:****Confidentiality**

At no time should an Bus Driver discuss, in public, information pertaining to a student. A Bus Driver is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

**Independence**

The Bus Driver is expected to work independently and as a team member of both the School-based staff and the school-division staff.

**Client/Peer Contact**

This position involves working collegially with other support staff, teachers, and school-based administration on a daily basis in support of the goals of the school.

**Responsibility for Quality of Assigned Work:**

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor and is expected to seek clarification and direction on any matters of concern.

**Salary Grid: Bus Driver**

The salary grid for the Bus Driver is tied to the following grid:

**CUPE Local 4875  
Non-Unionized Administrative Guidelines**

<b>Approved By:</b>	Dean Biesenthal, Supt of Human Resources
<b>Date Approved:</b>	May 2011
<b>Reviewed:</b>	