

2.0. Human Resources

2.B. Position Descriptions

BUS DRIVER

Policy Reference: EL-1.2

Reviewed by Committee: November 29, 2022

Under the direction and supervision of the Director of Operations, the school bus driver shall be responsible for the safe transportation of children as well as the safe and efficient operation of the school bus in his/her charge. The driver shall comply with the regulations of the Highway Traffic Act, the Public Schools Act and other relevant legislation. Must have a mature attitude, professional driving skills and interact with students in a positive, respectful manner in keeping with the expectation of the Division.

RESPONSIBILITIES and DUTIES

1.0 Maintain licensing qualifications

- 1.1 Hold and maintain Class 2 driver license with a school bus driver's certificate
- 1.2 Produce an acceptable driver's abstract
- 1.3 Attend in-service sessions
- 1.4 Obtain an annual medical, at the expense of the Division, during July or August or as requested) satisfactory to the Board
- 1.5 Advise supervisor of any traffic violation or medical condition that affects the validity of the driver's license

2.0 Operate school bus in safe and efficient manner

- 2.1 Perform pre-trip inspections before each trip
- 2.2 Perform post-trip inspections after each trip
- 2.3 Report vehicle defects to appropriate person
- 2.4 Take bus to garage when repairs are required and/or as requested
- 2.5 Sign for all purchases of fuel, oil, and repair work at specified locations
- 2.6 Maintain vehicle logbook
- 2.7 Maintain bus in a clean state
- 2.8 Operate vehicle within the laws of the province, transportation procedure manual and the policies of the school board
- 2.9 Immediately contact supervisor via radio or phone in the event that unsafe road conditions are encountered
- 2.10 Practice division endorsed driving strategies

3.0 Supervise transported pupils

- 3.1 Advise pupils of ridership rules, and enforce same
- 3.2 Instruct pupils in procedures for evacuation drills

- 3.3 Conduct evacuation drills for both practice and evaluation purposes under the direction of the principal or designate
- 3.4 Instruct pupil monitors according to transportation manual
- 3.5 Report pupil misconduct to the principal

- 4.0 **Complete necessary forms and paperwork**
 - 4.1 Complete and submit monthly forms as required (e.g., month end reports, drivers absent forms, etc.)
 - 4.2 Complete and submit annual forms as requested (e.g., route maps and students lists, FB111 Route (green) forms, etc.)
 - 4.3 Regularly submit request for payment form for extra time worked
 - 4.4 Report route mileage changes or student additions/deletions as they occur throughout the school year
 - 4.5 Contact and arrange for spare drivers on route as needed
 - 4.6 Provide other such job information that may be requested
 - 4.7 Enter information into Atrieve HR as required

- 5.0 **Maintain high personal standards**
 - 5.1 Refrain from using profanity
 - 5.2 Ensure clothing and footwear are neat and clean as per the Divisional code of conduct
 - 5.3 Alcohol, cannabis, and illicit drug use is prohibited during the eight-hour period prior to operating a school bus
 - 5.4 Follow the Division's code of conduct

- 6.0 **Perform other related duties as assigned**