

## JOB DESCRIPTION

**Position:** Bus Driver

**Position Summary:** Under the supervision of the Supervisor, transport and supervise passengers, maintain bus and complete associated records.

### POSITION DUTIES

### RESPONSIBILITIES

- |                          |   |
|--------------------------|---|
| 1. Bus Driving           | <ul style="list-style-type: none"> <li>• transport passengers</li> <li>• maintain a variety of records</li> </ul>   |
| 2. Passenger Supervision | <ul style="list-style-type: none"> <li>• supervise the loading and unloading of passengers</li> <li>• monitor behaviour to ensure safety and maintain discipline within school bus</li> <li>• explain and enforce ridership rules</li> <li>• perform minor first aid and complete required forms</li> </ul> |
| 3. Bus Maintenance       | <ul style="list-style-type: none"> <li>• perform pre and post-trip safety inspections</li> <li>• fuel and clean bus</li> <li>• ensure occupational health, safety and WHMIS regulations are followed</li> </ul>   |
| 4. Communication         | <ul style="list-style-type: none"> <li>• communicate with students, staff and others and provide general information</li> <li>• respond to inquiries including those of angry or upset students, staff and others</li> <li>• maintain confidentiality of information</li> </ul>                             |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

### **Qualifications, Fitness and Ability**

Completion of Grade 10 plus Class 2 driver's licence with air endorsement.

One year recent **successful** experience driving a school bus.

Level 1 First Aid Certificate.

Safe driving record (current driver's abstract required).

Working knowledge of operation and service of school buses.

Demonstrated ability to communicate effectively, both orally and in writing, with parents, students and staff.

Demonstrated sound judgment required for making driving decisions under varying road conditions and dealing with student behaviour.

Physically able to do all aspects of the job.