

## **SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)**

### **JOB DESCRIPTION**

**JOB TITLE:**           **BUS DRIVER**

**JOB SUMMARY:**   An employee hired to operate a school bus and other vehicles required to transport students.

The employee is responsible to the Director of Operations or designate.

#### **QUALIFICATIONS REQUIRED:**

1.     Grade 12 or equivalent or willing to obtain
2.     British Columbia Class 2 driver's license with air endorsement
3.     Level 1 first aid certificate
4.     Experience operating an air-endorsed vehicle would be an asset
5.     Computer Skills would be an asset

#### **MUST HAVE THE ABILITY TO:**

1.     Communicate effectively, orally and in writing.
2.     Perform standardized and repetitive work routines.
3.     Operate a variety of tools related to the position.
4.     Be self-directed, work independently and/or work collegially in a team environment.
4.     Perform physical requirements of the duties required.
5.     Make Sound decisions and adjust to a variety of safety, mechanical, traffic and road conditions.
6.     Effectively and appropriately manage students on the bus.
7.     Work with disagreeable conditions from time to time.
8.     Maintain confidentiality.
9.     Work under pressure, multi-task and meet deadlines.
10.    Understand and act upon laws, directives and guidelines pertaining to the job.

#### **RESPONSIBILITIES AND DUTIES:**

1.     Accurate completion of daily trip and pre trip inspections, which may include adding fuel, oil, and other consumable fluids.
2.     Accurate completion of required forms such as duty status records, bus student misconduct reports, and traffic violations. This may require drivers to use electronic equipment.
3.     Ultimately responsible for all aspects regarding the safe operation of the vehicle and the management of all passengers.
4.     May be required to load, unload, and secure wheelchairs.
5.     Ensure the bus is cleaned daily and weekly as required.

January 30, 2025

**RESPONSIBILITIES AND DUTIES:**

6. Drivers must report unsafe conditions including mechanical, traffic, road conditions, discipline and scheduling issues to the supervisor or designate as soon as it is safe to do so.
7. Administer first aid as required.
8. Provide appropriate action for accidents and other potentially serious and/or dangerous situations.
9. Attend meetings or courses, such as student discipline, as required.
10. Provide driver's license abstract annually.
11. Extra curricular/co-curricular trips may be required.
12. Perform other job-related duties.