



School District 8
Kootenay Lake

Group: CUPE

Title: Bus Driver

Dept.: Operations

Location: Nelson/Creston Operations

Position Description:

Operates a school bus, in the provision of student transportation and support services. The employee ensures that the vehicle is in safe condition and in accordance with all applicable Acts, Regulations and Board Policy.

Reports to:

Director of Operations or designate.

Direct Reports:

N/A

Duties & Responsibilities:

- Transports students to and from schools and on local, out-of-town, and overnight field trips.
- Operates vehicle and ensures safety.
- Informs passengers of safety rules and supervises/enforces rules during trips.
- Communicates with transportation supervisors, teachers and school administrators regarding student behavior and discipline.
- Assisting in administering minor first aid to students
- Conducts pre- and post-trip inspections of bus in accordance with transportation guidelines and legislation and reports defects.
- Performs minor emergency repair
- Ensures interior and exterior cleanliness, and regularly fuels bus.
- Monitors two-way radio.
- Maintains manifests and logbooks

The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the area of knowledge and skills required by the job description may also be assigned.

Job Requirements: Minimum Qualifications

Education & Experience:

- Grade 10
- Class 2 driver's license with air brake endorsement.
- Two years of professional driving experience in buses or large vehicles or professional class 2 driver training from an accredited driver training program.
- Level One First Aid is an asset.

Skills & Knowledge & Abilities

SKILLS:

- Skilled in the operation of a school bus including pre and post trip inspection procedures.
- The proper operation of a two-way radio.
- Good communication skills
- Patience, tact, discretion, professionalism and confidentiality.
- Skilled in managing students, with a sensitivity and understanding about building good relationships with children and youth.

KNOWLEDGE:

- Knowledge of applicable statutes, regulations, and codes.

ABILITY

- To remain calm in challenging situations.
- To work with children and youth daily and respond to students effectively.
- To adjust expectations.
- To be flexible.
- To follow directions.

RESPONSIBILITY

- Safe operation of a school bus while following applicable statutes, regulations, and codes
- Conducts pre- and post-trip inspections of a school bus in accordance with transportation guidelines and legislation and reports defects.
- Ensures interior and exterior cleanliness, and fuels bus.

- Passenger compliance with safe loading, riding, and unloading procedures.
- Reports student behavior and discipline.
- Communicates appropriate information to teachers, administrators, and transportation staff.
- Working under limited supervision using standardized practices and/or methods.
- Must always act in a professional manner and adhere to the district strategic plan, policies and procedures.
- Supports students with diverse needs and abilities.

WORKING ENVIRONMENT

- Work is primarily inside a school bus but will require outside work which may be in varied conditions dependent on weather and location.
- Work may involve long intervals of sitting.
- There will be extensive travel in all types of weather throughout the year.
- Work can be challenging as there are time schedules, student management, adverse driving conditions and possible emergency situations.
- May be exposed to challenging behaviours as well as youth under the influence of substances.
- May be exposed to bodily fluids.

SALARY:

- Wages and employment benefits per CUPE collective agreement.

KEY RELATIONSHIPS:

Good Working relationship with:

- School District 8 staff
- Students
- Parents/Guardians

Next scheduled revision: Fall, 2028

Reviewed and Agreed: June 13, 2024

Reviewed: May 9, 2014