

## **2.0. Human Resources**

### **2.B. Position Descriptions**

#### **BUS DRIVER**

##### **Policy Reference: EL-1.2**

Under the direction and supervision of the Director of Transportation 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. Must have a mature attitude, good driving skills and get along well with children.

#### **RESPONSIBILITIES and DUTIES**

##### **1.0 Maintain licensing qualifications**

- 1.1 obtain and keep Class 2 drivers license with a school bus driver's certificate
- 1.2 produce an acceptable driver's abstract
- 1.3 attend inservice sessions
- 1.4 obtain an annual medical 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 gas, oil and repair work at specified locations
- 2.6 unload passengers before refueling school bus
- 2.7 maintain vehicle logbook
- 2.8 maintain bus in a clean state
- 2.9 operate vehicle within the laws of the province and the policies of the school board
- 2.9a practice division endorsed driving tactics

##### **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 in proper usage of two way radio
- 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, green forms, etc.)
- 4.3 regularly submit bills for extra time worked
- 4.4 report route mileage changes or students additions/deletions as they occur throughout the school year
- 4.5 provide other such job information that may be requested

5.0 **Maintain high personal standards**

- 5.1 refrain from using profanity
- 5.2 ensure clothing and footwear are neat and clean
- 5.3 alcohol and street drug use is prohibited during the eight hour period prior to operating a school bus