

# **BUS DRIVER**

**Division: 3 (Transportation)**

**Reports to: Transportation Supervisor**

## **Job Summary**

With minimal direction, a Bus Driver operates a school bus and supervises passengers. He/she works cooperatively with other employees, students, parents and the public.

## **Duties and Responsibilities**

- Transports passengers.
- Performs pre-trip and post-trip safety checks as per government regulations.
- Supervises and monitors the conduct and behaviour of passengers.
- Lifts, positions and secures special needs students.
- Maintains up-to-date knowledge of traffic and safety regulations
- Identifies and reports relevant information, such as mechanical problems, road hazards, bus overloads, passenger misdemeanours and accidents.
- Instructs passengers in the use of safety and emergency procedures.
- Maintains radio contact with Bus Garage while on the bus.
- Secures bus by latching windows, locking doors and draining airbrakes tanks.
- Fuels bus.
- Washes exterior of bus and cleans interior of bus including dash, driver's area and glass.
- Administers first aid to passengers.
- Performs other transportation related or emergent duties.

## **Equipment Used**

School bus, wheel chair lift and restraint systems, tire chains, hand tools, power wash and other cleaning equipment.

## **Required Knowledge, Ability, Skills**

- Completion of Grade 10 or equivalent.
- Six months' experience working with children.
- A valid B.C. Class 2 driver's licence with air endorsement.
- Successful completion of School Bus Driver Training Program.
- A valid Safety Oriented First Aid certificate.
- Up-to-date knowledge of traffic and safety regulations.
- Ability to operate a two-way radio.
- Ability to use courtesy and tact in settling complaints, requests, and clarification of information in contacts with public, parents, staff and students.
- Ability to perform individually and as part of a team.
- Ability to effectively communicate both verbally and in writing.
- Ability to work with constant interruptions.

Originated: July 1, 1994  
Reviewed: March 28, 2014  
Bus Driver