

PRAIRIE SPIRIT SCHOOL DIVISION NO. 206

POSITION TITLE: **BUS DRIVER**

Reports to: **Directly: Conveyance Manager and/or Supervisor**

General Description:

The Bus Driver is responsible for the safe, efficient and punctual transportation of students. Related responsibility includes the transportation of adults and students on approved extra-curricular and other Board approved excursions.

Required Education, Knowledge, Qualifications and Experience:

- Hold and maintain a valid “Class 1 - 5” driver’s licence with a School Bus Endorsement.
- Hold and maintain a clean driver’s abstract.
- Pass a medical examination in accordance with Board policy and *The Highway Traffic Act*.
- Related training such as courses in First Aid, defensive driving or heavy equipment operation would be a definite asset.
- Experience in working with children would also be an asset.

Required Skills and Abilities:

- Ability to work independently with no supervision.
- Ability to work as a team player.
- Ability to display a positive work attitude.
- Possess the skills to operate a bus safely at all times.
- Ability to maintain a punctual bus schedule.
- Ability to communicate effectively with children
- Excellent interpersonal skills
- Ability to do Medium Work (exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects or lift students)

Supervision of Staff:

The position does not involve the supervision of staff.

Duties and Responsibilities:

Without restricting the generality of the general description above, the Bus Driver shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

1. Be willing to engage in lifelong learning with respect to training, inservice and courses of study.
2. Conduct oneself in a manner appropriate to a person in relation to a position with authority to students.
3. Deal tactfully with staff, students, parents and the public.
4. Be knowledgeable and supportive of applicable Board policies.
5. Practice safe work habits at all times.

6. Bus Care:
 - a) Minimum bus cleanliness requirements:
 - Sweep the floor and empty garbage containers daily.
 - Dust and wipe down interior area of the bus as required.
 - Wash the exterior and interior of the bus as required and as weather and road conditions permit.
 - Ensure that all lights and windows are cleaned/brushed prior to the start of every run.
 - b) General bus care:
 - During colder months, ensure the bus is plugged in for sufficient time to promote easy starting and longer engine life. (The use of timers is prohibited.)
 - Check and maintain all fluid levels.
 - Return spare buses cleaned in and out, full of fuel with fluids checked and ready for the next user.
 - Report all accidents to the Conveyance Manager or Conveyance Supervisor and, if necessary, to S.G.I. and local authorities.
 - Advise garage personnel of any bus repair requirements.
 - Deliver the bus to the garage for previously arranged service appointments.
8. Driving:
 - a) Bus drivers are required to be thoroughly familiar with and abide by all statutes and regulations in compliance with:
 - The Saskatchewan Vehicles Act as outlined in the Vehicle Safety Inspection Manual (Log Book). The Log Book is to be on the bus at all times.
 - The S.G.I. Driver's Handbook (A Guide to Safe Driving)
 - The S.G.I. Professional Handbook
 - Local by-laws and restrictions
 - Prairie Spirit School Division No. 206 Student Transportation Policies
 - The duties listed in this job description
 - b) Driver Reports
 - Responsible for any personal driving infractions.
 - Report all driving infractions, restrictions and any medication that may impair ability to safely operate the motor vehicle to the Conveyance Manager or Conveyance Supervisor.
 - Report any Stop Arm infractions to the Conveyance Manager or Conveyance Supervisor.
9. Bus Routes:
 - Report any changes to the bus route caused by the addition/deletion of a student to the Conveyance Manager or Conveyance Supervisor promptly.
 - Advise parents in a timely manner of any temporary changes in bus routes caused by road or weather conditions or changes created by student movement. The Conveyance Manager or Conveyance Supervisor will, in most cases, advise parents of major or permanent changes in bus routes.
 - Maintain regular pick-up times and do not leave a pick-up location before the regular pick-up time.
 - Substitute drivers are required to maintain the regular bus route unless the Conveyance Manager or Conveyance Supervisor provides prior approval of a change.

10. Student Related Duties:

- Implement student discipline procedures as outlined in board policy.
- Confirm all out-of-jurisdiction, out-of-attendance area or questionable students with the Conveyance Manager or Conveyance Supervisor prior (if possible) to providing transportation.
- Report any new students to the Conveyance Manager or Conveyance Supervisor providing the following information (student's name, parent/guardian's name, telephone number, school and grade).
- Advise parents of pick-up/drop-off times and any transfers required to transport their children to and from school.
- Advise all students of bus rules at the start of the year.
- Advise substitute bus drivers of bus rules specific to the route. Substitute drivers are expected to uphold the regular driver's rules.
- Participate in a division-wide evacuation drill at the start of each school year coordinated by the Conveyance Manager or Conveyance Supervisor.
- Serve as first contact in dealing with student discipline on the bus and at loading/disembarkment points by warning students, documenting all incidents and contacting parents before enlisting the assistance of principals or the Conveyance Manager or Conveyance Supervisor.
- Provide supervision of students at away from school transfer points and assist in supervision during boarding, unloading and at school transfers.
- Appoint a responsible student as monitor in the event that an incident occurs which necessitates, in the judgement of the driver, leaving the bus while students are on board.
- Keep students on the bus until regular school supervision is provided.
- Promptly advise the principal, and the Conveyance Manager or Conveyance Supervisor and parents, as applicable, of any discipline problems on the bus or of any damage caused by a student to the bus.
- May be asked to administer medication in accordance with the Board of Education Policy #413-Administering Medications and medical Treatment to Students.

11. General Duties:

- Transport or assist in the transportation of students with mental and/or physical disabilities.
- Consistently demonstrate firmness, fairness, courtesy and patience when communicating with students, parents and staff.
- Maintain clear control while interacting with students.
- Cooperate with other bus drivers and school and garage personnel.
- Cooperate with other bus drivers with regard to bus routing and student transfers.
- Communicate with garage personnel with regards to service and repair requirements for their bus.
- Attend route meetings held annually in June or August.
- Attend the annual Bus Drivers' inservice.
- Complete and submit all forms, information sheets and the Bus Driver log sheet within the timelines established by the Supervisor of Transportation.

Judgement, Independence and Client Contact:

- **Confidentiality**

At no time should a Bus Driver discuss in public information pertaining to a student. A Bus Driver is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

- **Independence**

The Bus Driver is expected to work independently.

- **Working Jointly with Other Staff on Common Assignments or Tasks**

This position involves working jointly with the school-based administration on a daily basis in support of the goals of the school. This position involves working jointly with the garage personnel on a regular basis.

Responsibility for Quality of Assigned Work:

The employee is under routine supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

