

POSITION TITLE:

BUS DRIVER

Reports to: Supervisor of Transportation

Function/Purpose:

To safely and punctually deliver students to school, home or other destinations as required.

Required Education, Knowledge, Qualifications and Experience:

The bus driver shall:

- Be properly licensed for operating a school bus.
- Be familiar with and adhere to the requirements of the HIGHWAY TRAFFIC ACT and related sections of other ACTS.
- Shall submit all required Division documents in a timely manner.
- Prior to being employed, provide the Supervisor of Transportation with a driver abstract from SGI.
- Be thoroughly familiar with and adhere to transportation policies.
- Attend seminars and in-service activities as required.

The bus driver shall not drive bus

- For 10 hours after consuming alcohol. Failure to comply with guidelines on the consumption of alcoholic beverages will result in termination of employment.
- In situations in which schools may be closed due to weather or road conditions, plant break down, or epidemic, the Board shall pay a driver basic salary for that day.
- A bus driver shall submit a medical certificate if requested by the Supervisor of Transportation.

Required Skills and Abilities:

Demonstrated capability and performance in the areas of:

- Safe driving.
- Due diligence in the care of children.
- Interpersonal and communication skills.
- Collaboration.

Required Personal Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

Supervision of Staff:

This 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:

- Conduct a bus evacuation drill with the students during the first week of school and one other time during the school year, and advise the Transportation Department of the dates on which the drills were conducted.
- Check the bus after dropping off the students at the school in the morning and after the last drop-off at the end of the day to ensure that all students have left the bus.
- Establish a schedule for his/her route within one week of the beginning of school and/or their schedules to ensure that the bus arrives at school at the times specified by the Transportation Department.
- Be at the first school pickup five minutes before dismissal time.
- Before leaving the school ensure that all students are accounted for to the best of their knowledge.
- Leave the school when the load is complete, at the direction of the Principal or designate.
- Provide the Transportation Department with a phone number at which the driver can be reached in case of emergency.
- Bus drivers shall not smoke on the bus loaded or unloaded.
- Bus drivers shall not take drugs while driving the school bus that will affect his/her driving capabilities.
- Bus drivers shall not use a cell phone while operating a school bus which requires their full attention.
- Bus drivers shall not be obligated to wait for students if (s)he is on time for her/his bus route.
- Deal tactfully and courteously with students, parents, public and other Division Staff.
- Be knowledgeable and supportive of applicable Board policies.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Bus drivers shall ensure that students reach their school and home safely. Students will not be allowed off at other stops without written consent from the parents and the approval of the Transportation Department. Under extreme conditions where this cannot be assured, the students will remain on the bus until release to responsible adult care.

Technical Requirements:

The bus driver shall:

- Ensure the bus and equipment are in safe mechanical condition.
- Ensure the bus interior is clean and that the exterior lights are free of any obstacles.
- Ensure the garage is notified of any repairs or regular maintenance items required for the school bus.

Judgement, Independence and Client Contact:

- Confidentiality
 - A Bus Driver is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not

be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: August 14, 2007