



Bus Driver

Position Profile: The Bus Driver is responsible for safe, efficient and punctual transportation of students.

Directly Reports To: Transportation Manager

In-Directly Reports: Deputy Director

Duties & Responsibilities

A bus driver shall perform such duties and responsibilities as may be assigned including but not limited to the following:

- Support safe, positive environments for students.
- Ensure student transportation is provided with due regard for safety
- 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 duties and rules.
- Provide supervision of students during transit and assist in supervision during boarding and unloading.
- Keep students on the bus until regular school supervision is provided.
- Promptly advise the Principal and Transportation Manager of any discipline problems on the bus or of any damage caused by a student to the bus.
- Sweep the floor and empty garbage cans daily.
- Dust and wipe down the 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 prior to the start of every run.
- During colder months, ensure the bus is plugged in for sufficient time to promote easy starting and longer engine life.
- 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.
- Immediately report all accidents to the Transportation Manager.
- Advise garage personnel of any bus repair requirements.

- Maintain regular pick-up times and do not leave a pick-up location before the regular pick-up time.
- Consult with the Transportation Information Assistant to evaluate and monitor division bus routes for students across the school division, balancing considerations of safety, efficiency, student ride times and available resources.
- Follow the rules as outlined in the *Saskatchewan Traffic Control Act* local traffic laws.
- Complete daily Trip Inspections when school buses are operational
- Coordinate and communicate bus disruptions to drivers, families, and schools.
- Perform at least 2 bus evacuations throughout the year
- Use division supplied phone and email address to communicate with the school division.
- Represents the Division in a positive, professional manner
- Other duties as assigned by the Transportation Manager

Competencies, Skills and Abilities

- **Quality & Organization of Work**
Demonstrated ability to independently.
- **Adaptability & Flexibility**
A bus driver must demonstrate their ability to prioritize student well-being. This may involve changes to routes, times, locations and effectively manage time while being responsive to student needs
- **Communication**
A bus driver must have superior interpersonal and communication skills and be able to communicate professionally with administration, students and families. Accurate and timely communication is essential.
- **Job Knowledge**
 - Ability to read and interpret grid maps and land locations and provide specific instructions to drivers.
 - Be knowledgeable and supportive of applicable Board and Division policies and procedures.
 - Be willing to engage in lifelong learning with respect to training, in-services and courses of study.
- **Cooperation & Teamwork**
A Bus Driver must be able to work with staff and provide appropriate information and support in a timely manner. Must work collaboratively with the Transportation Manager and with other staff on a daily basis. Must have the ability to be a team player and work independently with minimal supervision.

- **Attitude**

A bus driver must present a positive and professional attitude towards others, their work, and the division and conduct oneself in a manner appropriate to an educational institute that provides services to children.

- **Confidentiality**

At no time should a Bus Driver discuss, in public, information pertaining to employees, students or the operation of the division. A Bus Driver is expected to respect the confidential nature of their 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 and *The Local Authority Freedom of Information and Protection of Privacy Act*.

Education & Qualifications

- Valid Drivers license
 - Valid 'S' Endorsement
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