

BUS DRIVER: ROLE AND RESPONSIBILITIES

Background

The Bus Driver, reporting to the Transportation Manager and Principal, is responsible for safe, efficient and punctual transportation of students.

Procedures

The Bus Driver will have specific responsibilities for:

1. Student Related Duties:

- 1.1 Advise all students of bus rules at the start of the year.
- 1.2 Advise substitute bus drivers of bus rules specific to the route. Substitute drivers are expected to uphold the regular driver's rules.
- 1.3 Provide supervision of students during transit and assist in supervision during boarding and unloading.
- 1.4 Keep students on the bus until regular school supervision is provided.
- 1.5 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.

2. Bus Care

2.1 Minimum bus cleanliness requirements:

- 2.1.1 Sweep the floor and empty garbage cans daily.
- 2.1.2 Dust and wipe down the interior area of the bus as required.
- 2.1.3 Wash the exterior and interior of the bus as required and as weather and road conditions permit.
- 2.1.4 Ensure that all lights and windows are cleaned prior to the start of every run.

2.2 General Bus Care:

- 2.2.1 During colder months, ensure the bus is plugged in for sufficient time to promote easy starting and longer engine life.
- 2.2.2 Check and maintain all fluid levels.
- 2.2.3 Return spare buses cleaned in and out, full of fuel with fluids checked and ready for the next user.
- 2.2.4 Report all accidents to the Transportation Manager.
- 2.2.5 Advise garage personnel of any bus repair requirements.

2.3 Bus Routes

- 2.3.1 Maintain regular pick-up times and do not leave a pick-up location before the regular pick-up time.

3 Confidentiality

- 3.1 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*.

4 Other Duties As Assigned

- 4.1 Performs other duties and obligations as assigned by the Transportation Manager.