

**SCHOOL DISTRICT NO. 85
(Vancouver Island North)**

CLASSIFICATION DESCRIPTION

BUS DRIVER

DEPARTMENT: Transportation

JOB SCOPE

Reports to Manager of Operations and Maintenance Services.
May take direction from the Working Foreman – Transportation.
Conveys students and operates school bus in a safe efficient manner in accordance with statutory requirements and school district policy, regulations and guidelines.

MAJOR DUTIES AND RESPONSIBILITIES

Becomes familiar with and conforms to school district policy and regulations on transportation of students.
Performs pre-trip inspections, cleans bus, and installs snow chains when required.
Conveys students on prescribed routes and schedules; maintains discipline on the bus.
Reports equipment malfunctions to supervisor and student discipline problems to supervisor and school administrators.
Assists in the care of sick or injured students.
Maintains student list, driver's log sheet, field trip log sheet, and discipline forms.
Performs other duties necessarily incidental to those assigned above.

QUALIFICATIONS AND EXPERIENCE

Secondary school graduation (with Dogwood Certificate or equivalent).
Valid class 2 B.C. driver's licence with an air brake endorsement.
Good interpersonal and communication skills.
Ability to understand and effectively carry out oral and written instructions.
Skill in safe and efficient operation of buses with capacity of 54 passengers or more.
Ability to establish and maintain satisfactory discipline on buses.
Must be physically fit and pass a medical examination.
Valid Level 1 first aid certificate or equivalent.
Specialized training, as required, to work with specific students (e.g. CPI).
Previous experience working with students with exceptionalities.
Successful completion of the school district bus driver training program.
Ability to successfully complete comprehensive road tests administered by the school district.
A minimum of five years of recent safe driving experience including two to three years of recent successful experience driving buses with a capacity of at least 54 passengers.

Revised Sep. 1994
Reviewed Jun. 2001
Revised Nov. 2004
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Reviewed Apr. 2011
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