



SCHOOL DISTRICT NO. 10 (ARROW LAKES) JOB DESCRIPTION MANUAL

CUPE – Bus Driver

Under the supervision of the Manager of Operations and Transportation who has overall responsibility for bus drivers; however, drivers will work closely with school administration on matters concerning student conduct.

Nature of Position

1. Transports students to and from school according to a pre-defined daily schedule.
2. Transports students on non-scheduled trips when required.
3. Ensures safety of students from pickup to drop off; communicates about student safety issues as needed.
4. Maintains order on the bus and ensures adherence to safety rules while boarding and leaving the bus.
5. Conducts pre-trip and post-trip inspections.
6. Performs routine maintenance inspections of bus for repairs and regular servicing.
7. Re-fuels bus as required.
8. Cleans the interior of the bus daily. Washes interior and exterior of bus as required.
9. Performs a thorough end-of-school year cleaning of the interior and exterior of the bus.
10. Performs minor emergency repairs.
11. Completes and submits associated reports as required. (i.e.: daily pre-trip inspections)
12. Maintains current First Aid qualification
13. Attends professional learning and safety training sessions.
14. Maintains documentation including trip manifests and annual student bus registration.
15. Ensures student safety and coordinates with school staff.
16. Performs other duties, as assigned by the Manager of Operations and Transportation.

Required Qualifications, Knowledge, and Skills

1. Valid B.C. Class 2 driver's license including a valid air endorsement.
2. Minimum of Grade 12 or its equivalent.
3. Ability to remain alert at all times while driving, and to concentrate without being distracted.
4. Ability to act with authority, and yet remain tactful and courteous.
5. Must be able to follow oral and written instructions and write required reports.
6. Annual medical examination to be completed and submitted to the Manager of Operations and Transportation prior to September 1st.

7. Annual Driver's Abstract to be submitted to Manager of Operations and Transportation prior to September 1st.
8. Ability to work as a team player.
9. Basic knowledge of the working operation of a motor vehicle.
10. Courteous and co-operative manner with students, other employees and the general public.

Collective Agreement - Article 15.01

Signed by the Union:

Andy Cruden, President
CUPE Local 2450

Date:

Signed by the District:

Terry Taylor, Superintendent
School District 10 (Arrow Lakes)

Date: