

Position Title: School Bus Driver

Reports To: Transportation Supervisor

Job Purpose and Objectives

To contribute to the overall goals and objectives of the Swan Valley School Division by providing safe, courteous, efficient and effective school bus transportation for students.

Education

- Valid Province of Manitoba Class 2 Driver's Licence
- Valid Province of Manitoba School Bus Operator's Certificate
- The Division will train suitable candidates without the stated training to enable her/him to obtain a Class 2 Drivers license and a School Bus Operators Certificate.
- Completion of Grade 12 is preferred.

Additional Skills and Training

Required:

- Ability to communicate effectively with students, parents, teachers and administration.

Preferred:

- Prior commercial passenger/larger vehicle/standard transmission driving experience.

Key Responsibilities:

Operation of School Bus

- Operates school bus in accordance with/complies with legislation, regulations, and Division established policies

School Bus Maintenance

- Plans, inspects, identifies and performs general school bus maintenance on a regular basis.

Administration

- Completes administrative support for school bus operation
- Participates and assists in route planning as required

Communication

- Advises the Supervisor of Transportation of any situations that are uncommon as they relate to school bus operation, maintenance and repair.

- Effectively communicates and maintains positive relationships with passengers on the school bus and with parents.
- Operates the radio systems for business reasons as required to maintain effective communication with the Division garage / office and other drivers.

Workplace Health and Safety

- Appropriately and efficiently complies with workplace safety regulations as per division policy / provincial legislation and regulation
- Other job-related duties as required and /or assigned by the Transportation Supervisor.

COMMENTS

The incumbent is required to work effectively under pressure, within defined timeframes and with a variety of people in a team environment. He/she must be able to work well independently, be flexible, adjust to changing work assignments and deal with and maintain confidential information.

Operation of School Bus

Operates school bus in accordance /complies with legislation, regulations, and Division established policies including, (but not restricted to):

- Monitoring and supervising passengers during the operation of the school bus.
- Operating a school bus in a safe, lawful, courteous and efficient manner and observing and ensuring safety precautions are followed.
- Driving assigned routes punctually/on schedule as road and weather conditions permit.
- Managing and adjusting to changing driving conditions.
- Seeks assistance from Transportation Supervisor/Division Garage as required.

School Bus Maintenance

Plans, inspects, identifies and performs general school bus maintenance on a regular basis including, (but not restricted to):

- Re-fueling
- Interior and exterior cleaning.
- Requesting assistance and direction from appropriate transportation department staff regarding school bus maintenance activities.
- Perform pre and post trip bus inspections and reporting, identifying, recording, and reporting deficiencies in operation to the Transportation Supervisor or Department promptly.

- Delivery/pick up of school bus to Division Garage as required.

Administration

Complete administrative support forms in a timely fashion by deadlines established and return them to the appropriate department as required. These include (but are not restricted to):

- Completes and submits required office documentation / forms and obtains appropriate authorizations such as fuel sheets, bus trip, student pick-up schedules including changes as they occur, route distance reports including route changes as it occurs, pay vouchers, and School Division correspondence.
- Monitors and maintains transportation related supplies and equipment inventory required for daily operation.
- Requests supplies, fluids and equipment as required and as per appropriate Division procedures.
- Participates and assists in route planning as required
- Attends and participates in Principal initiated meetings, professional development and in-service activities as required.

Communication:

- Advises the Supervisor of Transportation of route and/or load changes; discipline problems and/or situations regarding unacceptable passenger behaviour; and any other situations that are uncommon as they relate to school bus operation, maintenance and repair.
- Communicates and maintains positive relationships with passengers on the bus including informing and ensuring appropriate student behaviour, maintaining a seating plan and rules, clearly posting rules, reporting discipline issues to School Administration and Transportation Supervisor.
- Operates the radio systems for business reasons as required to maintain effective communication with the Division garage/office and other drivers.
- Receives, refers and responds to inquiries, complaints and requests as required
- Maintains confidentiality.

Workplace Health and Safety:

- Complies with workplace safety and health regulations as per Division Policy/Province of Manitoba including appropriate safe handling and storage of goods and supplies according to the Workplace Health Management Information Systems (W.H.M.I.S.).