

HOLY TRINITY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 22

POSITION TITLE: **BUS DRIVER**

Reports to: Directly: Supervisor of Facilities and Transportation and
Principal

General Description:

The bus driver is responsible for the safe and efficient transportation of students. The driver shares the responsibility to foster Catholic Christian gospel values, in particular, hospitality, service, community and stewardship. Related responsibility includes the transportation of adults and students on approved extra curricular and other Board approved excursions.

Required Education, Knowledge, Qualifications and Experience:

- Hold and maintain a valid "Class 1 - 5" driver's license with a School Bus Endorsement.
- Hold and maintain a clean driver's abstract.
- Pass a medical examination in accordance with Board policy and *The Highway Traffic Act*.
- Related training such as courses in First Aid, defensive driving or heavy equipment operation would be a definite asset.
- Experience in working with children would also be an asset.

Required Skills and Abilities:

- Ability to work independently with no supervision.
- Ability to work as a team player.
- Possess the skills to operate a bus safely at all times.
- Ability to maintain a punctual bus schedule.
- Ability to communicate effectively with children.
- Excellent interpersonal skills.

Duties and Responsibilities

Without restricting the generality of the general description above, the Bus Driver shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

1. Conduct oneself in a manner appropriate to a person in relation to a position with authority to students.
2. Deal tactfully with staff, students, parents and the public.
3. Be knowledgeable and supportive of applicable Board policies.
4. Practice safe work habits at all times.
5. Bus Care:
 - a) Minimum bus cleanliness requirements:
 - Sweep the floor and empty garbage containers when needed.
 - Dust and wipe down 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/brushed prior to the start of every run.

- b) General Bus care:
- During colder months, ensure the bus is plugged in for sufficient time to promote easy starting and longer engine life. (The use of timers is prohibited.)
 - 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.
 - Report all accidents to the Supervisor of Facilities and Transportation and, if necessary, to S.G.I. and local authorities.
 - Advise garage personnel of any bus repair requirements.
 - Make appointments with garage personnel, at least two days in advance, for regular bus service.
6. Driving:
- a) Bus drivers are required to be thoroughly familiar with and abide by all statutes and regulations in compliance with:
- The Saskatchewan Vehicles Act as outlined in the Vehicle Safety Inspection Manual (Log Book). The Log Book is to be on the bus at all times.
 - The S.G.I. Driver's Handbook (A Guide to Safe Driving).
 - The S.G.I. Professional handbook.
 - Local by-laws and restrictions.
 - Holy Trinity RCSSD #22 Student Transportation Policies.
 - The duties listed in this job description.
- b) Driver Reports
- Responsible for any personal driving infractions.
 - Report all driving infractions, restrictions and any medication that may impair ability to safely operate the motor vehicle to the Supervisor of Facilities and Transportation.
 - Report any Stop Arm infractions to the Supervisor of Facilities and Transportation.
7. Bus Routes:
- Report any changes to the bus route caused by the addition/deletion of a student to the Supervisor of Facilities and Transportation promptly.
 - Advise parents in a timely manner of any temporary changes in bus routes caused by road or weather conditions or changes created by student movement. The Supervisor of Facilities and Transportation will, in most cases, advise parents of major or permanent changes in bus routes.
 - Maintain regular pick-up times and do not leave a pick-up location before the regular pick-up time.
 - Substitute drivers are required to maintain the regular bus route unless the Supervisor of Facilities and Transportation provides prior approval of a change.
8. Student Related Duties:
- Implement student discipline procedures as outlined in Board policy.
 - Confirm all out-of-jurisdiction, out-of-attendance areas or questionable students with the Supervisor of Facilities and Transportation prior (if possible) to providing transportation.
 - Advise parents of pick-up/drop-off times.
 - 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 rules.
- Serve as first contact in dealing with student discipline on the bus and at loading/d disembarking points by warning students, documenting all incidents and contacting principals or the Supervisor of Facilities and Transportation.
- Appoint of responsible student as monitor in the event that an incident occurs which necessitates, in the judgment of the driver, leaving the bus while students are on board.
- Promptly advise the principal, and the Supervisor of Facilities and Transportation and parents, as applicable, of any discipline problems on the bus or of any damage caused by a student on the bus.

9. General Duties:

- Consistently demonstrate fairness, courtesy and patience when communicating with students, parents and staff.
- Maintain clear control while interacting with students.
- Co-operate with other bus drivers and school and garage personnel.
- Communicate with garage personnel with regards to service and repair requirements for their bus.
- Attend meetings when asked.

Confidentiality

At no time should a Bus Driver discuss in public information pertaining to a student. A Bus Driver is expected to respect the confidential nature of the 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.