

#112039

C.U.P.E. STAFF JOB DESCRIPTIONS

POSITION: RELIEF BUS DRIVER

REPORTS TO: Supervisor, Transportation

SUPERVISES: Students on the bus

JOB SUMMARY: The relief bus driver drives a school bus within the school division, transporting students and materials from place to place as assigned, and assists as necessary with other duties.

DUTIES AND RESPONSIBILITIES:

- operates the vehicle in a safe and legal manner and complies with requirements in accordance with the Highway Traffic Act, the Public Schools Act and the School Bus Regulations;
- transports students in a safe manner to and from pre-assigned locations and on field trips;
- maintains the interior and exterior cleanliness of the bus (i.e. sweeps out, washes, etc.);
- keeps the interior of the school bus free of hazards which could cause injury to students or the driver and removes ice build up from stairs;
- carries out daily bus inspections (i.e. check oil, gas and fluid levels, lights, signals, emergency exits, brakes, mirrors, horn, etc.) and reports all mechanical and/or safety problems with the bus to the supervisor immediately and completes all daily log book entries in conjunction with inspections;
- fuels bus and adds oil and other fluids (window washer, etc.) as required;

ADOPTED	REVIEWED	REVISED	PAGE
25/Sep/07			1 of 3
16-06-07			

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP4-21**

- makes minor mechanical adjustments to the bus as necessary;
- is responsible for the students while they are on the bus and takes appropriate action to maintain their safety and the safety of others;
- completes all reports, records and forms as required by the school board, (ie. student misconduct);
- maintains job knowledge at current levels in accordance with the rules and regulations set out in Division Policy and the School Bus Drivers Handbook;
- assists the truck driver, tradesmen, caretakers and courier as directed by the Supervisor, Transportation when not assigned to drive a school bus; and,
- performs other duties as assigned.

QUALIFICATIONS:

- high school diploma preferred;
- minimum 1 year prior driving experience and may require experience with special needs students;
- must have a School Bus Certificate and maintain a valid Manitoba Class 2 Driver's Licence and an ongoing clear driving record;
- must have a clear driving record for a minimum of five years;
- must maintain a current First Aid and CPR certificate.
- ability to understand and follow oral and written instructions;
- ability to work without direct supervision;
- ability to communicate and work effectively with Division staff members at all levels and with the public, Educational Assistants in transit, special interest groups and local businesses;
- ability to work effectively under time pressures;

ADOPTED	REVIEWED	REVISED	PAGE
25/Sep/07			2 of 3
16-06-07			

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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JOB DESCRIPTION:**AP4-21**

- ability to prioritize work assignments and plan schedules to optimize effectiveness;
- physically able to perform assigned duties including:
 - operate wheelchair ramp in both automatic and manual stage;
 - assist in the offload of students in the event of an emergency evacuation;
 - open overhead roof hatch in the event of an emergency evacuation;

Note: Bus drivers should refer to the Bus Driver's Handbook regarding Division guidelines, policies, and procedures.

ADOPTED	REVIEWED	REVISED	PAGE
25/Sep/07			3 of 3
16-06-07			