

#1361484

C.U.P.E. Staff Job Descriptions

Position: Bus Driver and Trainer

Reports to: Transportation Supervisor

Supervises: Students on the bus

Job Summary: The bus driver drives a school bus within the school division, transporting students and materials from place to place, and assists as necessary with other assigned duties. The bus driver trainer trains new bus drivers on Class 2 license and bus driver certificate. Trains all bus drivers or staff within the division on Wheelchair equipment. Plans and conducts bus ridership programs, general inquiries and assessments.

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;

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- 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 and the Professional Drivers Manual from MPI;
- performs other duties as assigned;
- planning and implementation of bus driver training program for new drivers in the division to ensure that proper knowledge, procedure, safety practices and driver image are developed and maintained. Conduct classroom instruction through assistance of videos to cover topics such as pre-trip safety check, pick up and drop off of students and bus evacuations;
- Planning and implementation of bus ridership program for elementary and middle years schools, two times each year which includes safety practices such as getting on and off the bus, crossing in front of the bus and bus evacuation;
- Conduct wheelchair training as part of the Staff Development guidelines;
- Conducts full assessments including the provision of feedback of all certified school bus drivers once during a school year to comply with requirements in accordance with the Highway Traffic Act, the Public Schools Act and the School Bus Regulations.

Qualifications:

- high school diploma preferred;
- minimum 1 year prior driving experience and may require experience with special needs students;

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP4-23**

- must have a current School Bus Certificate and maintain a valid Manitoba Class 2 Driver's Licence and an ongoing clear driving record;
- Trainer certification required or willingness to undertake and pass necessary training to become certified;
- 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;
- prepare and deliver lesson plans;
- 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;
- good understanding of the overall school bus operation and transportation system;
- strong computer skills and ability to use electronic teaching tools as required;
- 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.

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