

## **SCHOOL BUS DRIVER**

### **PURPOSE:**

This position is responsible for the safe, efficient and punctual transportation of students.

This position reports directly to the Principal and the Manager of Transportation Services or designate.

### **DUTIES AND RESPONSIBILITIES:**

- ⇒ Operate the school bus in a safe and effective manner by following all relevant legislation, policies and procedures
- ⇒ Perform daily safety and maintenance checks.
- ⇒ Maintain set daily pick up and drop off schedules.
- ⇒ Communicate with parents/guardians in a timely manner regarding any changes to the bus route as well as any issues or concerns regarding their children's behaviour on the bus
- ⇒ Ensure passengers in wheelchairs are properly secured.
- ⇒ Conduct oneself in a courteous and respectful manner when dealing with staff, students, parents and the public.
- ⇒ Communicate with garage personnel with regards to service and repair requirements for their bus.
- ⇒ Practice safe work procedures at all times.
- ⇒ Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements.
- ⇒ Perform other related duties as assigned.

### **QUALIFICATIONS:**

#### **EDUCATION, TRAINING & EXPERIENCE:**

- ⇒ Typically the required knowledge, skills and abilities are obtained through successful completion of Saskatchewan Rivers Driver's Training Course.

#### **REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:**

- ⇒ Must possess and maintain a valid "Class 1 – 5" driver's license with a School Bus Endorsement.
- ⇒ Must possess and maintain a clean driver's abstract.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- ⇒ Knowledge of and ability to operate within Board policies and procedures.
- ⇒ Knowledge of and ability to operate within The School Bus Operating Regulations, 1987 and The Highway Traffic Act.

- ⇒ Demonstrated knowledge and skill in the use of standard techniques required for securing passengers in wheelchairs on the bus.
- ⇒ Ability to read and write to maintain daily records.

**KNOWLEDGE, SKILLS & ABILITIES Continued:**

- ⇒ Ability to establish and maintain effective working relationship with all staff, students and the public demonstrating tact and diplomacy.
- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.

**ADDITIONAL INFORMATION:**

- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Full medical required annually as of age 60.
- ⇒ Must participate in applicable safety training, work-related professional development, in-service, or courses of study.
- ⇒ Performance of work may involve exposure to dust, noise, odours and seasonal weather conditions.

**CONCLUSION:**

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION EMBRACES THE  
FOLLOWING VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

**Saskatchewan Rivers Public School Division Employees are expected to be exemplary role models at all times.**