



<b>FRONTIER SCHOOL DIVISION POSITION DESCRIPTION</b>
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<b>JOB TITLE</b>	Bus Driver 1
<b>CLASSIFICATION</b>	
<b>DEPARTMENT</b>	
<b>LOCATION</b>	
<b>REPORTS TO</b>	Immediate Supervisor, Principal, Transportation Coordinator, Administrative Assistant
<b>STAFF SUPERVISED</b>	n/a
<b>PROBATIONARY PERIOD</b>	Three months
<b>EFFECTIVE DATE</b>	

**POSITION SUMMARY**

This position involves the provision of safe, timely transportation for Division students. Transportation may be on a daily basis, may include transportation for extra curricular activities and may involve unscheduled transportation. This position involves work at irregular hours, split shifts, evening, and weekend work. Bus Drivers are required to follow prescribed regulations, policies and practices as determined from time to time by both the Province and the School Division.

**QUALIFICATIONS**

Education

- Grade 12 (or an acceptable combination of education and experience)
- Must hold a current and valid Manitoba Class Two (2) Driver’s License
- Valid school bus driving certificate.

Experience

- Five years licensed driving experience with a satisfactory driving record.

Knowledge, Skills and Abilities

- Thorough knowledge of regulations contained in *The Highway Traffic Act* relative to the operation and maintenance of school buses.
- Thorough knowledge of regulations and practices as required by Manitoba Education relative to the operation and maintenance of school buses.
- Thorough knowledge of School Board policies and practices relative to the operation and maintenance of school buses.

**DUTIES AND RESPONSIBILITIES**

- Maintains confidentiality regarding student information especially while using Fleet Net Radios.
- Operates a school bus in safe, lawful, courteous and efficient manner.

- Performs required inspections prior to all regular, extra-curricular and/or previously unscheduled trips.
- Performs necessary servicing activities as required, including gas and oil replacement.
- Immediately reports any and all unserviceable conditions to the school bus mechanic.\* (\*“Bus Mechanic” will include qualified Division employed mechanics and private individuals and firms qualified to perform necessary services on school buses).
- Reports all accidents, regardless of severity, to the Division Transportation Supervisor.
- Maintains the interior of the school bus in a clean, tidy and safe condition in accordance with established regulations, policies and practices.
- Maintains student discipline on the school bus according to Student Transportation Handbook. Communicates regularly with the Principal regarding issues that may arise.
- Ensures only authorized persons ride on the school bus.
- Participates in student behaviour meetings.
- Maintains radio/telephone contact as applicable and appropriate.
- Maintains additional records and reports including student numbers, student health information, incident reports, trip logs, gas and oil records and other information that may be required from time to time.
- Supervises students until relieved by a designated supervisor.
- Conducts bus evacuation drills.
- Determines whether the route or portion thereof is safe for travel and informs the Division Transportation Supervisor and/or Principal.
- Picks up and delivers mail.

Performs other duties as assigned.

## **CONTACTS**

Division, Area and School Personnel

## **WORKING CONDITIONS**

Outdoors

Travel is required

This position works the school year.

## **PHYSICAL AND VISUAL REQUIREMENTS**

As defined by legislation and Frontier School Division policy.

## **EQUIPMENT USED**

Two Way Radios

Buses

**APPROVED**

	March 9, 2012
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Signature, Chief Superintendent

Date

	March 9, 2012
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Signature, Secretary-Treasurer

Date

	March 9, 2012
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Signature, Human Resources Coordinator

Date