



TRANSPORTATION TEAM LEAD (ACCESSIBLE ROUTE)

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

Working under the Director of Operations and Transportation Supervisor, the Transportation Team Lead (Accessible Route) position operates a school bus in accordance with the BC Motor Vehicle Act Regulations and School District Policy, to transport students and staff within the district, and on field trips.

The position operates the Accessible Route School Bus which transports students with additional needs directly from their home to school and does not follow a standard bus run. The bus run of this position may change daily depending on the needs of the students. It entails frequent direct communication with caregivers, guardians, and SD72 student support staff. It is a physical position that requires frequent loading and unloading of wheelchairs as well as supports to students who may exhibit behaviours managed through Risk Reduction Plans. This position provides support to the Bus Driver (Accessible Route) positions through scheduling, dispatching and ensuring safe operation of accessible bus routes and also provides backup support and coordination for regular bus routes and drivers as needed.

SPECIFIC RESPONSIBILITIES

- Carries out all aspects of bus driving work.
- Provides a suitable safe environment for students on the bus.
- Ensures their vehicle is maintained in safe condition.
- Practices good driving habits and defensive driving at all times.
- Communicates with parents, caregivers, guardians, and other SD72 staff regarding logistics and the transportation of students.
- Collaborates and provides direction to the Accessible Route Bus Drivers in the implementation of the bus routes at school start-up and throughout the school year as required.
- Works closely with other Accessible Route Bus Drivers in the coordination and alteration of daily route adjustments as needed to ensure efficient routing.
- Directs and monitors students to ensure compliance with safe loading, riding, and unloading procedures, particularly for those with special needs or prone to behaviors managed through Risk Reduction Plans.
- Works collaboratively with Education Assistants on and off the bus for effective student management.
- Consults with parents, teachers, and school administrators regarding student behaviour.
- Maintains current knowledge of student medical needs and training as recommended by the Director of Inclusive Education.
- Maintains a positive relationship with school administration, parents, staff, and students and responds to complaints or concerns brought forward, under the direction of the Transportation Supervisor.

SPECIFIC RESPONSIBILITIES

- Provides safe vehicle driver orientation and training to Bus Drivers (Accessible Route) and evaluates driving performance.
- Provides leadership and coordination support to other bus drivers as needed.
- Works from oral and/or written instruction and to established procedures including but not limited to the SD72 School Bus Driver's Manual, and individual student Risk Reduction Plans.
- Maintains awareness of accessibility, addresses unique needs and provides advice regarding accessibility strategies.
- Responsible for cleaning and minor maintenance of buses.
- Assists skilled mechanics and completes general related operator maintenance duties.
- Participates in continued professional development opportunities as offered by SD72.
- Responds to emergency situations as required.
- Acts in place of the Transportation Supervisor in their absence.
- Other related duties as assigned.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Possess a current valid BC Drivers' License, Class 2, with airbrake endorsement.
- Three years of previous experience along with one year of supervisory experience in a related role.
- Comprehensive understanding of bus driving functions, procedures, and equipment.
- Ability to organize work including the planning and scheduling of driving.
- Ability to speak, read, and write English.
- Be physically capable of performing all facets of bus driving including loading and unloading.
- Strong organizational skills including the use of a trip sheet and other organizational tools to organize student schedule and field trip information.
- Ability to manage changing priorities and stay calm under pressure.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- Possess a current valid BC Drivers' License, Class 2, with airbrake endorsement.
- Possess, maintain, and provide as needed a clean Driver's Abstract.
- A clear Criminal Record Check to be updated every five years.
- De-escalation training, behaviour management, or other training prescribed for Non-Violent Intervention.
- Grade 12 Diploma preferred.

RELATIONSHIPS

- Maintains a positive working relationship with other bus drivers, school administration, parents, staff, and students.
- Works with recommendations from Director Inclusive Education and/or School Administrators regarding risk reduction plans or student medical needs.

REPORTING STRUCTURE

- Reports to Director of Operations and Transportation Supervisor.
- Accepts direction from School Administrators and Director of Inclusive Education regarding student care and conduct.

THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

CLASSIFICATION

- This position's classification is Bus Driver and has a pay rate in accordance with Schedule A of The Canadian Union of Public Employees – Local 723 Collective Agreement. This position is paid a Department Head Allowance in accordance with Article 25.04.