



# BUS DRIVER (COURIER)

JOB DESCRIPTION | JUNE 2024

## NATURE AND SCOPE OF WORK

The Bus Driver (Courier) position will operate 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. This is a split shift 8-hour driving position, part a.m. and part p.m., and will include school deliveries and other related duties as assigned by the Transportation Supervisor and/or School Administrator. This position supports the Sayward to Campbell River route.

## SPECIFIC RESPONSIBILITIES

- Carries out all aspects of bus driving work.
- Provides a suitable safe environment for students on the bus.
- Ensures the vehicle is maintained in safe condition.
- Practices good driving habits and defensive driving at all times.
- Directs and monitors students to ensure compliance with safe loading, riding and unloading procedures, particularly for those with special needs or prone to violent behaviour.
- Advises parents, teachers and school administrators regarding student behavior and discipline.
- Maintains a positive working relationship with school administration, parents, staff, and students.
- Responsible for cleaning and minor maintenance of buses.
- Assists skilled mechanics and completes general related duties.
- Works from oral and/or written instruction and to established procedures including but not limited to the SD72 School Bus Driver's Manual.
- Participates in continued professional development opportunities as offered by SD72.
- Other related duties as assigned.

## QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Minimum of 1,000 hours of recent experience in bus driving.
- Possess a current valid BC Drivers' License, Class 2, with airbrake endorsement.
- Have a clear understanding of bus driving functions, procedures, and equipment.
- Ability to speak, read, and write English.
- Be physically capable of performing all facets of bus driving.

## **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.
- Grade 12 Diploma preferred.

## **RELATIONSHIPS**

- Maintains a positive working relationship with school administration, parents, staff, and students.

## **REPORTING STRUCTURE**

- Reports to Director of Operations and Transportation Supervisor.
- Accepts direction from School Administration relating to 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.