

JOB DESCRIPTION
Prairie Valley School Division

Position	Bus Driver
Portfolio	Transportation
Reports To	Manager of Transportation Operations
Location	All Schools
Salary Range	Conditions of Employment or CUPE Bus Driver grid

JOB PURPOSE
The Bus Driver is responsible to provide safe and efficient transportation of students to and from school and school-related activities, working as part of a team to contribute to the growth and development of children and youth.
PRIMARY RESPONSIBILITIES
<ul style="list-style-type: none"> • Safely transport students to and from school daily by following the prescribed bus route and standard practices as outlined in legislation and administrative procedures, the Transportation Manual and other written and verbal guidance. • Maintain a respectful and safe environment for all students on the bus, using a range of behaviour management strategies as outlined in APM 8000.1 Transportation Manual and escalating issues to the school principal when necessary. • Communicate in an accurate, timely and respectful manner with students, school division staff and parents. • Ensure that division-standard student behavior rules are posted in the bus and reviewed with students. • Understand and consistently follow preventive measures, safety preparedness and emergency incident protocols. • Perform Daily Trip Inspections once every 24 hours as required by legislation and ensure appropriate paperwork is submitted to the Education Centre. • Report any mechanical defects or concerns promptly to the assigned bus repair facility and schedule a service appointment. • Report all accidents and traffic infractions, in either a school bus or personal vehicle, immediately. • Maintain a neat personal appearance and a clean and sanitary bus at all times.
KNOWLEDGE, SKILLS AND ABILITIES
<ul style="list-style-type: none"> • Ability to safely and confidently operate a school bus. • Good working knowledge of <i>The Highway and Transportation Act</i> and <i>The Traffic Safety Act</i>.



- Good working knowledge of the *Saskatchewan Driver’s Handbook* and *Saskatchewan Commercial Driver’s Handbook*.
- Good understanding of, and ability to apply, a range of student behaviour strategies focused on positive reinforcement of desired behaviour.
- Demonstrated patience, maturity and experience working with children.
- Ability to work independently with minimal supervision.

COMPETENCIES

- Communication – Clearly conveys information to a variety of audiences using the tools necessary, while creating a positive impression with confidence and respect.
- Accountability - Takes personal ownership and responsibility for the quality and timeliness of work commitments. Follows organizational guidelines, professional standards, regulations and principles. Demonstrates reliability and integrity on a daily basis.
- Teamwork – Works collaboratively with bus driver colleagues, school-based administrators, all transportation team members and others and solicits input and feedback from others to help the team solve problems and develop solutions. Respects contributions from all team members, demonstrates cooperation and supports team decisions.
- Time Management and Organization – Adheres closely to pick up and departure times in order to deliver students safely to and from home and school.
- Leadership – Maintains a professional and positive manner even under changing or uncertain conditions.
- Confidentiality - Prairie Valley School Division employees are expected to respect the confidential nature of their positions and shall keep confidential any and all information they acquire during the course of their employment that would be reasonably considered to be personal or confidential.

QUALIFICATIONS

- Must hold and maintain a Class 1-5 Drivers’ License and valid School Bus Endorsement
- Clear drivers abstract
- Satisfactory medical examinations in accordance with *The Highway Traffic Act*
- First Aid Certification

WORKING CONDITIONS

- Hours will be variable, 10 months
 - Evenings and weekends may be required
- Conditions of Employment or CUPE 5252 Agreement
- Working in varied climates and differing road conditions
- Physical ability to load and unload students in wheelchairs is required

DIRECT REPORTS



- N/A

Approved by:


Supervisor Name: Tracy Driedger

Supervisor Title: Manager of Transportation Operations

Signature: 

Date: December 12, 2018

Last Updated: December 11, 2018

Deputy Director Reviewed 

Last Updated: December 2018