



School Bus Driver

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POSITION **School Bus Driver**

Reporting to the Manager Fleet and Transportation the School Bus Driver operates a school bus to transport students in accordance with District Bus Drivers' Manual, NSC Safety Manual and School District Policy.

BD – 1

Pre-trip school bus inspections in accordance with the Motor Vehicle Act Regulations.

BD – 2

Maintains daily Vehicle Inspection Reports according to regulatory requirements.

BD – 3

Transports students to and from school in accordance with routes and schedules.

BD – 4

Directs and monitors students and ensures compliance with safe loading, riding and unloading procedures.

BD – 5

Consults with transportation manager, teachers and school administration regarding student behaviour and discipline.

BD – 6

Transports students on local, out-of-town and overnight field trips as requested by the School Board.

BD – 7

Monitors and uses two-way radio.

BD – 8

Consults with the Transportation Manager regarding bus routes, passengers, discipline problems and traffic violation reports.

BD – 9

Ensures interior and exterior cleanliness of school bus.

BD – 10

Provides emergency first aid.

BD – 11

Performs other duties consistent up to the level of the assigned role.

BHOP – 12

Performs duties in compliance with safety regulations.

QUALIFICATIONS

School Bus Driver

EDUCATION	Grade 10 Valid Class 2 British Columbia Driver's License with Air Brake Endorsement Level 1 First Aid and CPR Certificate
EXPERIENCE	EXPERIENCE REQUIREMENTS Minimum 2 years bus driving experience
KNOWLEDGE SKILLS AND ABILITIES	THE CANDIDATE MUST POSSESS A DEMONSTRATED KNOWLEDGE OF: Job related safety regulations and techniques as outlined in the B.C. Motor Vehicle Act, National Safety Code and CVSE guidelines. District Bus Drivers' Manual, NSC Safety Manual and School District Policy. Working knowledge of Provincial Transportation Acts and Regulations. knowledge of computer technology.
INTERPERSONAL REQUIREMENTS	

	Maintain a cooperative working relationship with other workers, administrators, supervisors, teaching staff, students, parents and the general public.
WORKING CONDITIONS	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Able to lift and carry up to 20kg of supplies and equipment required to perform his/her duties in accordance with the WorkSafeBC regulations.</p> <p>Able to work in a highly active physical I environment.</p> <p>Able to perform related physical and mental activities.</p> <p>Able to work in adverse weather conditions.</p>

Reviewed: December 2025