



# 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**

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

	Maintain a cooperative working relationship with other workers, administrators, supervisors, teaching staff, students, parents and the general public.
<b>WORKING CONDITIONS</b>	<p><b><i>OCCUPATIONAL REQUIREMENTS</i></b></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