

484 SCHOOL BUS DRIVER

Identifying Information

Position Title:	School Bus Driver
Classification Title:	Support Staff
Department:	Transportation Office
Reports to:	Transportation Manager
Position Supervises:	N/A

Position Summary

School bus drivers will be responsible to the Transportation Manager for the safe and efficient operation of their buses and well being of their passengers.

Qualifications

The Division expects that the qualifications be the same for all Board authorized drivers. Authorized drivers shall:

1. Have a valid class 2 license with six or less demerit points.
2. The driver will have an "S" Endorsement (School Bus Safety) prior to their start date and is updated on an as needed basis.
3. Successfully complete the MELT training program under the direction of the Transportation Manager.
4. Successfully complete CPR annually and St John's Standard First Aid every three years.
5. Under the direction of the Transportation Manager, be monitored periodically throughout the year and will have a road test and performance evaluation annually.
6. Will demonstrate strong student management skills.

7. Will adhere to all procedures as outlined in the “S” Endorsement and Safety Practices Manual.
8. Will attend all professional development offered as well as monthly safety meetings (this section does not apply to volunteer drivers).

Duties and responsibilities

1. Operates the bus in a safe, sober and efficient manner.
2. Observes all traffic laws and regulations pertaining to school bus operation:
 - a. Highway Traffic Act
 - b. Alberta Transportation Regulations
 - c. National Safety Code; Local By-laws
 - d. WHMIS
 - e. All Board policies
 - f. School Bus Safety Program procedures
3. Stop safely at all railroad crossings.
4. Be responsible for maintaining order during trips and ensure adherence to safety rules and follow discipline procedures as outlined in “S” Endorsement and the Safety Procedures Manual.
5. Exercise due care and caution while loading and unloading passengers.
6. Ensure that each passenger discharged has reached a place of safety before moving the vehicle.
7. Notify the bus supervisor of any of the following:
 - a. If an assigned stop is unsafe for any reason
 - b. Any road hazards
 - c. Any accident/incident
 - d. Any mechanical problems

References

Section 33,52,53,55,68, 198,199, 204, 205, 222,225 Education Act
Employment Standard Code
Labour Relations Code
Occupational Health and Safety Act
Highway Traffic Act
Student Transportation Regulation

Freedom of Information and Protection of Privacy Act

History

Developed: August 2003
Amended: September 2018
Amended: September 2020
Amended: March 2022