

POSITION DESCRIPTION

POSITION TITLE: SCHOOL BUS DRIVER

POSITION DESCRIPTION:

A school bus driver shall provide safe, courteous and efficient transportation for students and possess a valid Class 1 or 2 Driver's License as well as a Manitoba School Bus Operator's Certificate. This position reports to the Transportation Coordinator.

POSITION RESPONSIBILITIES:

1. To operate school buses lawfully according to the Public Schools Act, Highway Traffic Act and divisional policies;
2. To conduct a pre-trip inspection of the school bus prior to every trip according to Manitoba Regulation 465/88R to ensure safety;
3. To effectively communicate with passengers, parents, fellow bus drivers and the Garage Supervisors;
4. To report any discipline problems immediately to the School Principal and the Transportation Coordinator;
5. To maintain the school bus in a clean and sanitary condition;
6. Take a minimum of 8-hour in-service training annually regarding school bus safety;
7. To notify the Garage Supervisor of any route changes;
8. To meet medical requirements as per Manitoba Class license and division policy;
9. Carry out such other related duties as may be assigned.

SPARE DRIVERS

Must meet the same requirements and have the same responsibilities as regular drivers. They are placed on a spare list, kept at each bus garage and must drive 6 trips a year to remain on this list.

Cross Reference:

Approval Date:

Policy Review Date:

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