

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES**BUS DRIVER****1. Position Summary**

Under the direction of the Director of Transportation, Director of Operations and Transportation Supervisor, safely transport Seven Oaks School Division students within the Province of Manitoba.

2. Duties**(a) School Bus Operation:**

- Conduct pre-trip and post-trip safety and mechanical inspections.
- Drive in accordance with the Department of Education Regulations and the Manitoba Driver's Handbook.
- Transport students along pre-set routes and maintain accurate time schedules, recommend shortest and safest alternate routes and report adjustments to regular routes to accommodate students, observe where children disembark.
- Keep aisles of the bus clear of obstructions.
- Operate and maintain the wheel chair lift and secure wheelchairs and equipment in buses such as: strollers and walkers for special needs students.

(b) Student Related:

- Transport medication to school, administer first aid, EPI pens, asthma inhalers and sweets for diabetic children.
- Supervise bus patrols, students and maintain discipline while on the bus.
- Fill out bus conduct reports on students who misbehave and report discipline problems to the appropriate authorities.
- Ensure students crossing streets, roads and highways in a safe manner and report student crossing in an unsafe manner.
- Ensure all students get off at their appropriate stops.

2. Duties**(b) Student Related:**

- Extend assistance to children suffering from disabilities (e.g. broken leg) and ensure awareness of medical conditions of passengers.
- Maintain and update route book with information such as: route changes, student manifest, health records and student information.
- Obtain student manifest from teachers on field trips, shop runs and extra curricular activities and hand back to Transportation Supervisor.
- Prepare and maintain seating plans for all regular school bus routes.
- Conduct Bus Ridership Programs to all schools twice yearly, and instruct on Bus Evacuation procedures.

(c) Bus Maintenance:

- Maintain a record of mileage, service, and refuelling activities, and report when a bus is due for servicing.
- Maintain log books and report defects.
- Clean buses daily, and ensure that all systems are shut down and buses are plugged in at the end of the day.
- Clean and disinfect areas after incidents such as vomit, feces, blood and urine.

3. Education

- Grade X
- Valid Class 2 Manitoba driver's license.
- School Bus Driver's Certificate.
- Defensive Driver Training Course.
- C.P.R. and First Aid Certificates.
- Communicate on a two-way radio.

4. Experience

- 3 – 6 months on the job training.
- Knowledge of School Division routes, emergency response and bus evacuation procedures.
- Ability to work with special needs students.

5. Physical Demands

- Visual and mental concentration for long periods of time, eye strain while operating vehicle in all weather conditions.
- Physical strain of manoeuvring, securing and releasing wheelchairs.
- Regular physical activity through walking, bending, climbing, stretching and standing while conducting pre-trip and post-trip inspections.
- Repetitive movements.
- Sitting for prolonged periods of time.

6. Working Conditions

- Regular exposure to road hazards.
- Frequent interruptions while driving
- Working in confined spaces.
- Exposure to inclement weather.
- Exposure to diseases, fumes, dust and noise.
- Exposure to psychological, physical and verbal abuse by students and unpredictable behaviour in children on a regular basis.
- Attend safety classes as required.