

**SCHOOL DISTRICT No. 79 (Cowichan Valley)
USW JOB DESCRIPTION**

TITLE: Bus Driver / Delivery Driver
DEPARTMENT: Transportation
REPORTS TO: Transportation Supervisor or Designate

SUMMARY:

Under the direction of the Transportation Supervisor or designate, provides professional bus driving service by providing transportation to students. Delivers supplies, materials and equipment to district sites and elsewhere as directed.

DUTIES:

1. Operates a school bus in accordance with the BC Motor Vehicle Act Regulations, the National Safety Code and School District Policies.
2. Performs pre-trip and post-trip vehicle inspections and reports vehicle defects and problems as per established procedures.
3. Assists students in loading and unloading and when necessary uses appropriate techniques to operate lifts, restrain wheelchairs and other related equipment.
4. Maintains order and enforces adherence to safety rules among passengers traveling on the school bus as per Board policy and regulations. Reports problems to the Transportation Supervisor.
5. Assists in troubleshooting emergent "on the road" mechanical problems, fuels, maintains all fluid levels and installs tire chains when required.
6. Supports the School Bus Code of Conduct regarding the use of bus passes following established procedures. Distributes passes as required.
7. Sweeps the interior of the bus daily and ensures general cleanliness.
8. Assists in data collection as required.
9. Attends all Board sponsored training, safety programs and in-service sessions.
10. Picks up and delivers district mail, custodial supplies and school furnishings.
11. Loads and unloads items into van using safe lifting and carrying techniques and organizes for efficient delivery. Reports deliveries to the Operations office.
12. Drives the established delivery route for the day. Only when directed by the Transportation Supervisor or delegate, adjusts schedule to make special deliveries or pick-ups as required.
13. May, on occasion, be required to perform other job related duties as assigned.

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Qualifications:

- Valid B.C. Class 2 Driver's License with Air brake endorsement and clear driver's abstract
- Grade 12 education or academic equivalent
- Related experience preferred
- Physically capable to perform the job duties
- Knowledge in the use and care of tools and equipment common to this trade
- WHMIS certificate