

**School District No. 53 (Okanagan Similkameen)**  
**Job Description**

---

**JOB TITLE:** BUS DRIVER

**JOB NO:** 327

**RESPONSIBLE TO:** Director of Facilities

**JOB SUMMARY:** Under the supervision of the director of facilities, the bus driver provides transportation of students.

**ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:**

1. safely transport passengers per set schedule;
2. supervise passengers and ensure bus safety rules are regarded;
3. assist in emergency situations and administer basic first aid;
4. carry out regulated safety inspections and complete logs;
5. report bus deficiencies and malfunctions to the mechanic;
6. clean bus as scheduled and/or required;
7. participate in job-related training and staff development;
8. communicate positively and effectively, and interact as a collaborative and consultative team member;
9. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual, WorkSafeBC regulations, Motor Vehicle Act, and National Safety Code;
10. maintain confidentiality; and
11. other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1. Class 2 BC driver's licence with air endorsement;
2. one year experience in bus passenger transportation obtained within the last three years, and a safe driving record (driver abstract required);
3. thorough understanding of the Motor Vehicle Act and National Safety Code;
4. demonstrated ability to drive a school bus;
5. ability to take direction from the supervisor and work as part of a team;
6. effective communication skills in verbal, written and electronic format;
7. strong problem-solving and organizational skills; and
8. physical ability to perform all aspects of the position.