



School District #54 (Bulkley Valley)

JOB DESCRIPTION TRANSPORTATION FOREPERSON / BUS DRIVER

Location: District

SUMMARY:

Reporting to the Supervisor of Transportation and Safety or designate; the Transportation Foreperson / Bus Driver provides support with planning, organizing, directing and controlling of the operation and maintenance of District school bus drivers and performs a wide variety of Transportation tasks.

DUTIES:

- Assists with the day to day supervision and provides instructions to bus drivers, reports on route cancellations or delays and proposes changes in plans and schedules as required.
- Performs all duties and tasks associated with the position of school bus driver with high degree of care to prevent injury or harm to students.
- Supervises behaviour of students while boarding, traveling in and leaving the bus
- Schedules and directs regular routes and extracurricular travel
- Working in conjunction with the bus drivers, makes decisions governing all school district bus drivers in those areas concerning the safe pickup, movement and drop off of students utilizing the transportation system.
- Checks submissions for accuracy of pre-trip inspection reports, bus defect reports, student discipline notices, expense claims, time sheets, transportation requests and any other forms pertaining to the transportation department bus driving staff, ensuring appropriate records are prepared and retained as required by the Supervisor of Transportation
- Coordinates, prioritizes, implements, assigns and inspects daily routine and non-routine work for transportation staff based on day to day operations/requests.
- Performs driver evaluations, orientation, and training of district bus drivers
- Assists in establishing/implementing/monitoring District goals, objectives, budgets, supplies, labour requirements, timelines, progress reports, and performance measurements to efficiency and effectiveness.
- Purchases materials, supplies, and equipment (up to \$1000)
- Liaises with District staff, suppliers and transportation agencies.
- Provides both written and oral reports to the Transportation and Safety Supervisor as required.
- Assists Transportation, and Safety Supervisor with duties related to safety, Worksafe BC and first aid requirements.
- Briefs students, quarterly, as to bus safety regulations while boarding, travelling and leaving the bus
- Communicates effectively using courtesy, tact and discretion with staff, students, parents and public in the explanation and clarification of information.
- Maintains the confidentiality of information seen or heard.
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification.

QUALIFICATIONS:

- Completion of Grade 12 (Dogwood Certificate)
- Valid Class II, B.C. Driver's License and an exemplary driving record as demonstrated by a current driver's abstract
- Certification relevant to Transportation Services (i.e.: Defensive Driver, Driver Evaluation, Thinking Driver)
- Six years of current relevant experience including one (1) year supervisory experience
- Proven work experience in a supervisory role
- Knowledge and understanding BC Motor Vehicle Act and Regulations
- Demonstrated, exceptional skills and experience with communication technology, word processing, database management and spreadsheet programs (e.g. Microsoft Office)
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Workplace Hazardous Materials Information System (WHMIS) Certificate and familiarity with Workers' Compensation Board (WCB) safety procedures
- Physical capability to perform the job duties

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Agreed to:

CUPE Job Description Committee

CUPE Job Description Committee

Secretary Treasurer

April 2021