

**SCHOOL DISTRICT #64 (Gulf Islands)**  
**Job Description**  
**Bus Driver**

**SUMMARY**

Under direction operates a school bus, in accordance with the BC Motor Vehicle Act, to safely transport students.

**DUTIES**

**Under direction:**

- Transports students to and from school and on school related field trips
- Supervises students in transit and during loading and unloading
- Conducts pre-trip and post-trip inspections in accordance with the BC Motor Vehicle Act Regulations (Safety Code)
- Cleans and performs routine inspection and maintenance of assigned school bus
- Uses WHMIS and attends scheduled safety training
- Maintains passenger list(s)
- Completes mileage reports for fieldtrips
- Performs other assigned comparable duties within the area of knowledge and skills required by the job description

**QUALIFICATIONS**

- Grade 10
- Class II BC Driver's License with air brake endorsement
- Valid First Aid Certification w/ AED/CPR
- 2 years experience in related work
- Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team

Or equivalent combination of training and experience

**RELATIONSHIPS**

- Responsible to Director of Facilities and Transportation

**APPROVED**

On behalf of:  
School District #64 (Gulf Islands)

*Original signed by:*

Rod Scotvold  
Secretary Treasurer

September 09, 2015

On behalf of:  
CUPE Local 788

*Original signed by:*

Larry Melious  
President

September 24, 2015

**Classification: Operations IV**

JJEC approved date: May 21, 2015  
JJEC housekeeping: November 14, 2019