

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: BUS DRIVER

QUALIFICATIONS:

1. Secondary school graduation.
2. Holder of a valid Class II B. C. Driver's Licence, with air brake endorsement.
3. Must be willing to obtain a valid First Aid Certificate.
4. Experience with transporting students an asset.
5. Minimum of one month experience driving a Class 1 or 2 vehicle with air. (i.e. 80 hours)
6. Up to date knowledge of the Motor Vehicle Act and Regulations.
7. Ability and patience to deal with children in a kind and diplomatic manner.

RESPONSIBLE TO: Transportation Supervisor

SUPERVISES: N/A

JOB GOAL: To ensure that school children arrive at school in a safe and efficient manner.

PERFORMANCE RESPONSIBILITIES:

1. Drives the bus in a safe manner and adheres to route schedules as determined by the Transportation Supervisor.
2. Deals with passengers in a firm, yet diplomatic, manner.
3. Checks the bus as required and reports any necessary repairs to the Transportation Supervisor.
4. Cleans the bus as required.
5. Drives regular bus routes as required.
6. Conforms with the Motor Vehicle Act and Regulations.
7. May have the opportunity, from time to time, to drive extra bus runs.
8. Performs duties of other categories - and is paid accordingly during non bus driving time.

TERMS OF EMPLOYMENT: All teaching days, September through June.

TITLE:

BUS DRIVER

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EVALUATION

DATE: November 13, 2013

JOB TITLE: Bus Driver

| Factor | Degree | Points | Substantiating Data | | | | | | | | | | | | | | | | |
|--|--------|--------------|---|--|-------|--------------|------|------------|---|---|---|----------|---|---|---|-------------------|---|---|---|
| 1. Knowledge | 3 | 45 | Completion of Grade 12 plus an additional vocational programme of up to six months. | | | | | | | | | | | | | | | | |
| 2. Experience | 2 | 30 | Three months and over. | | | | | | | | | | | | | | | | |
| 3. Judgement | 2 | 20 | The job requires the application of established methods or procedures. Work may involve a choice of methods. | | | | | | | | | | | | | | | | |
| 4. Concentration | 5 | 50 | Almost continuous periods of long duration. | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th></th> <th>Short</th> <th>Intermediate</th> <th>Long</th> </tr> </thead> <tbody> <tr> <td>Occasional</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>Frequent</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>Almost continuous</td> <td>3</td> <td>4</td> <td>5</td> </tr> </tbody> </table> | | | | | Short | Intermediate | Long | Occasional | 1 | 2 | 3 | Frequent | 2 | 3 | 4 | Almost continuous | 3 | 4 | 5 |
| | Short | Intermediate | Long | | | | | | | | | | | | | | | | |
| Occasional | 1 | 2 | 3 | | | | | | | | | | | | | | | | |
| Frequent | 2 | 3 | 4 | | | | | | | | | | | | | | | | |
| Almost continuous | 3 | 4 | 5 | | | | | | | | | | | | | | | | |
| 5. Physical Effort | 3 | 18 | Light activity of long duration; OR Medium activity of intermediate duration; OR Heavy activity of short duration. | | | | | | | | | | | | | | | | |
| 6. Dexterity | 2 | 12 | Employee is required to perform tasks that demand that accurate coordination of coarse movements, where speed is a secondary consideration. | | | | | | | | | | | | | | | | |
| 7. Accountability | 5 | 50 | Actions could result in major loss of time or resources; OR cause severe embarrassment within the organization and have serious impact on its public image. | | | | | | | | | | | | | | | | |
| 8. Safety of Others | 4 | 32 | High degree of care required to prevent injury or harm to others. | | | | | | | | | | | | | | | | |
| 10. Interpersonal Skills | 4 | 40 | Tact and diplomacy are required when handling contacts of a difficult or specialized nature, for the discussion and resolution of problems by presenting or obtaining detailed information. | | | | | | | | | | | | | | | | |
| 11. Disagreeable Conditions | 3 | 30 | Minor conditions with frequent exposure; OR Major conditions with occasional exposure. | | | | | | | | | | | | | | | | |
| TOTAL POINTS | | 327 | | | | | | | | | | | | | | | | | |

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed: _____

Date Signed: _____