

qathet School District
Class Specification
BUS DRIVER/GARAGE FOREMAN (4.02)



DESCRIPTION

Under the direction of the Operations Manager, this position coordinates, schedules and assigns daily work to be performed by transportation personnel under his/her direct supervision. Using District policies as a guide, he/she will be responsible for the setting of annual bus routes. This position will also involve the safe and efficient operation of a school bus in conformity with the provisions of the B.C. Motor Vehicle Act.

Due to the nature of the position, the ability and skill to interact positively with staff, students and the public, is required.

DUTIES AND RESPONSIBILITIES

- Assigns and supervises work relating to transportation department staff
- Assists annually to efficiently set the regular bus routes per District policy
- Schedules all daily extra curricular bus runs
- Operates a school bus transporting children in a safe and efficient manner
- Supervises bussed students and reports disciplinary problems to the principal concerned
- Maintains vehicle in a sanitary condition by cleaning both interior and exterior of bus
- Ensures that minor repairs are carried out and that the vehicle meets accepted standards of safety
- Reports major items requiring repair to the agency responsible for carrying out such repairs
- Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position

EQUIPMENT USED

- School bus
- Necessary equipment to maintain a safe, clean, sanitary vehicle
- Computer applications for performing the scheduling of bus routes and the assigning of work

QUALIFICATIONS AND EXPERIENCE

Education

- High School graduation
- Current British Columbia Class 2 Driver's License with Air Brake endorsement

- Completion of a Supervisory or Management Skills course from a recognized post-secondary institution
- Completion of a one year Office Administration certificate
- First Aid Certification

Experience

- Six months bus driving experience
- Two years experience in the supervision of others and in using current computer applications for scheduling and dispatching.

Knowledge

- Current knowledge of regulations, codes and safety standards pertaining to motor vehicles.

Skills & Abilities

- Skill in the safe and efficient operation and daily servicing of school busses
- Ability to understand and effectively carry out oral/written assignments
- Ability to supervise students riding a bus
- Ability to enforce the rules and regulations governing passengers on a school bus
- Ability to effectively use computer applications for communicating and scheduling bus runs
- Ability to supervise department staff
- Ability to cooperate as part of a team and to work independently
- Ability to direct and provide instruction and training to others
- Ability to communicate effectively to staff, students and the public.

Occupational Requirements

- Sufficient vision and hearing to perform all job duties
- Able to perform physical and mental activities related to the job duties
- Able to occasionally lift up to 18 kg (40 lbs) and operate related equipment

August 20, 2009