

**TITLE: BUS DRIVER / COURIER**  
**SECTION: Transportation**  
**REPORTS TO: Transportation Supervisor**

**#238**

### **SUMMARY**

Under the direction of the Transportation Supervisor or Designate, operates school buses according to the B.C. Motor Vehicle Act Regulations and School District Policy, and provides scheduled and unscheduled courier and cartage services to the schools and offices within the School District.

---

### **DUTIES**

1. Operates a school bus as per the B.C. Motor Vehicle Act and National Safety Code regulations to transport students.
  2. Conducts pre-trip vehicle inspection and reports vehicle defects and problems.
  3. Suggests changes to vehicles and routes to ensure safe and efficient operating conditions.
  4. Maintains discipline of all passengers travelling in the school bus as per School Board policy and regulations.
  5. Assists students or staff in loading and unloading, using appropriate restraining techniques, lifts and related equipment.
  6. Administers survival first aid to bus passengers as required.
  7. Troubleshoots emergent on-road, minor mechanical problems, fuels and cleans buses, installs tire chains and adds oil and water.
  8. Delivers mail, equipment and materials to schools and offices throughout the District on a scheduled basis.
  9. Loads courier van using a variety of materials handling equipment to ensure that stock can be off-loaded in the correct order of delivery.
  10. Obtains and delivers furniture, equipment and supplies throughout the District on an unscheduled basis.
  11. Supervises temporary help when required to move furniture and equipment or during times of increased work productivity.
  12. Makes occasional purchases using petty cash funds.
  13. May, on occasion, be required to perform other related duties as assigned.
- 

### **QUALIFICATIONS**

- High school education or the equivalent
- Minimum of two years related experience
- Valid B.C. Class 2 Driver's License with an Air Brake Endorsement
- Valid WCB Occupational First Aid Level 1 certificate.
- Ability to operate material handling equipment
- Physical capability to perform the job duties
- Excellent interpersonal and communication skills
- Physical capability to perform the job duties