

**TITLE:** Walking School Bus Program Coordinator  
**SECTION:** Occupational Health and Safety Department  
**REPORTS TO:** Zone Principal

---

199

## **SUMMARY**

Under the direction of the Zone Principal in conjunction with the Occupational Health and Safety Department, acts as the walking bus program coordinator by providing security, safety and direction to a walking school bus between home and school

## **DUTIES**

- Pick up and deliver students to and from home and school in the morning and afternoon.
- Develop and maintain a roster of participating students, including but not limited to name, contact details and emergency contact details
- Develop and maintain a time schedule for pickup and drop off of students for home and school
- Follow the agreed upon time schedule and route, unless it becomes hazardous.
- Record pickup and drop off times of students for home and school.
- Record incidents, accidents, route alterations.
- Ensure all participants have completed registration forms and have formal approval to participate.
- Develop procedures to support a quality, safe and sustainable Walking or Riding School Bus Program
- Meet regularly with the Manager to discuss program.
- Regular on-going communication with students, parents, and school staff regarding pickup / dropoff schedule and bus depots.
- Communicate walking school bus safety rules to students and parents.
- Assist to develop “street smart” skills
- May, on occasion, be required to perform other related duties as assigned.

## **QUALIFICATIONS**

- Grade 11 education or the equivalent
- Ability to establish and maintain respect for and from students
- Ability to maintain accurate records
- Ability to work with schools and demonstrated understanding of road safety issues.
- Ability to work with minimal supervision
- Valid WCB Occupational First Aid Level 1 certificate.
- Excellent interpersonal and communication skills
- Physical capability to perform the job duties