



## **Awahsuk Aboriginal Head Start Preschool**

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### **Bus Driver Job Description**

#### **Qualifications**

- ✓ A valid Class 4 driver's license (Class 2 preferred)
- ✓ A clear driver's abstract, free of accidents (prefer 40% insurance discount)
- ✓ A valid emergency child care First Aid certificate
- ✓ Valid Food Safe certificate
- ✓ A clear tuberculosis test and immunization booster
- ✓ A clear criminal record check
- ✓ Medical clearance from a physician stating you are physically, mentally and emotionally capable of working with young children
- ✓ Ability to work independently and as part of a team
- ✓ Excellent verbal communication skills
- ✓ Strong organizational skills
- ✓ Some computer skills preferred
- ✓ Familiarity with Aboriginal culture, language and traditions an asset
- ✓ Ability to relate well with Aboriginal children and families
- ✓ Demonstrated ability to maintain confidentiality

#### **Purpose**

- To provide safe, reliable transportation for children and families to and from Awahsuk Aboriginal Head Start Preschool, including field trips and other activities, following the guidelines in our policy and procedures manual.
- To provide support to classroom operations in a variety of ways.

#### **Job Duties**

- 1) Responsibility: Keep the Senior Educator informed about bus transportation or, in her absence, the Program Coordinator.**

#### **Accountabilities**

- a) Immediately report and discuss any concerns and all unusual incidents that occur on the bus to the Senior Educator and document them in the Driver's Incident Book.
- b) Follow all reporting procedures regarding transportation and arrival and departure of children outlined in the procedure manual.
- c) Provide information about bus transportation as requested by the Senior Educator or Program Coordinator.

**2) Responsibility: Organize the bus route.**

**Accountabilities**

- a) Plan the most efficient route for pick-up and drop-off of children.
- b) Keep the Bus Monitor informed about pick-up and drop-off times.
- c) As far as possible, maintain the planned schedule.

**3) Responsibility: Ensure that the policies and procedures regarding safe transportation of passengers are implemented.**

**Accountabilities**

- a) Ensure that a Bus Monitor is in place.
- b) Work with Bus Monitors to ensure a safe, pleasant ride for passengers.

**4) Responsibility: Maintain the vehicle in good working order and complete pre-trip inspections.**

**Accountabilities**

- a) Ensure that a record of vehicle inspections is maintained and that inspections are carried out as needed.
- b) Install and maintain all safety equipment: First Aid kit, fire extinguisher, emergency kit and cell phone.
- c) Monitor and arrange for vehicle repairs and maintenance.
- d) Report vehicle maintenance and operation expenses to the Program Coordinator.
- e) Clean and maintain the vehicle interior and exterior.

**5) Responsibility: Follow all reporting procedures.**

**Accountabilities**

- a) Maintain records of passengers and pre-trip checks.
- b) Report all unusual incidents that occur on the bus.
- c) Accommodate changes to pick-up and drop-off of children as approved by the Senior Educator and Program Coordinator.
- d) Check the communications book and Bus Driver cell phone for bussing messages prior to each bus run.

**6) Responsibility: Support classroom operations.**

The Bus Driver may be required to fulfill any of the following accountabilities.

**Accountabilities**

- a) Periodically shop for other supplies, on request of the Senior Educator.
- b) Routine facility maintenance, including emptying outside garbage bins, yard work and gardening as necessary, major season maintenance, repair of equipment and on-going upkeep.
- c) Occasionally run errands at the request of the Senior Educator or Program Coordinator.