

Position Overview

The Bus Driver role is an essential one in Chinook's Edge School Division as drivers safely transport students across thousands of kilometres each day.

Qualifications and Requirements

- Excellent driving skills and habits with high standards of attention to detail as it pertains to driving;
- Ability to remain attentive when faced with distractions;
- Ability to read and interpret maps;
- Passion for working with children and community partners;
- Valid class 2 or class 1 driver's license with a clean drivers abstract;
- Clear criminal record;
- "S" Endorsement Course or MELT 2-S to be refreshed every 3 years based upon training provided;
- An Emergency First-Aid plus CPR Level C Certificate must be completed in the first six (6) months of service and a refresher course is to be completed every three (3) years thereafter;
- Ability to establish high levels of trust and rapport with families, students, administration and CESD staff;

Roles and Responsibilities

As an integral member of our CESD Transportation team, Bus Drivers:

- Safely transport students of various ages to and from their homes and their schools safely on a daily basis;
- Follow established routes and ensure the established schedule is followed as much as possible;
- Maintain discipline and appropriate levels of student conduct on their bus;
- Resolve conflicts in a positive, respectful and proactive manner;
- Follow all rules and regulations of the Education Act, Commercial Vehicle Safety Regulations, Highway Traffic Act and National Safety Code, and Board policies, administrative procedures, and handbooks;
- Carry out simulated emergency evacuations at the school as directed;
- Attend meetings, safety seminars, and additional training as directed;
- Follow all approved procedures including, but not limited to, driving, pick-ups, drop-offs, seatbelts, headlights, strobe lights, boarding, exiting, parking, stopping, and signalling;
- Refrain from discussing with students any matter tending to create discord in the school;
- Treat all students with impartiality, respect, and fairness;
- Maintain a working knowledge of the CESD Transportation Department (School Buses) Safety Program;
- Respond to emergency situations in a timely fashion, maintaining a safe environment for students;
- Complete appropriate documentation as required;
- Maintain high levels of cleanliness of the bus, both interior and exterior;
- Complete a daily pre-trip inspection of their bus to ensure that their vehicles are roadworthy.
- Bring in their buses to the bus shop at the discretion of the bus shop mechanic;
- Fulfill other duties as assigned by the Director and Assistant Director of Transportation or designates;
- Report all bus defects/problems immediately;
- Fuel the bus as required – never start a run on less than ½ a tank for regular route drivers and always fuel spare buses after each run so that they are ready for the next run;
- Maintain a clean bus. Sweep the floor daily and wash inside of windows, dash and floor as required. Wash the bus outside as required. Wash the back windows and tail lights between bus washes as required; they must always be clean enough to see through;
- Make contact with parents at the beginning of the school year to relay pick up/drop off times and organize a communication system between parent and driver to report student absences from the bus and any other changes;
- Ensure that route maps, attendance lists and seating plans are always accurate. Submit changes as they occur. Keep all student information secure;
- Request time off in advance (avoid time off during September, May and June);
- Immediately report all driving infractions (personal or work) to the Director of Transportation or designate;
- Do not exceed 6 demerits otherwise driving privileges will be suspended.

Additional Information

Location: Various CESD schools and communities

Reports To: Director of Transportation

Disclaimer: Specific duties, responsibilities, qualifications, and hours are subject to change as per the needs of CESD. Updated: March 11, 2021

Classification: Bus Driver
Calendar: full-time (1.0 FTE) based on a minimum of 250 runs or 125 days per school year
Salary: \$69.39 - \$77.87 per day (with an additional 4-10% vacation pay dependent on years with CESD)
Handbook: [Bus Driver Handbook](#)
Pension: No - Hourly Staff
Benefits: EHC(Plan 1), \$340 HSA/WSA through Alberta School Employee Benefit Plan (ASEBP) for full-time FTE's.