

Bus Drivers**Qualifications**

1. Must have a minimum of five years of driving experience. **Rev 10 Nov 98 (14)**
2. Must pass medical examinations as prescribed by the Dept. of Highways.
3. Must hold a valid driving licence and School Bus Driver's certificate.

Specific Duties and Responsibilities

1. A driver must operate the bus on the route as approved by the Board. **Rev 13 Apr 04 (151)**
2. After establishment of a time schedule, do not vary more than two minutes from one day to the next. Drivers may wait two minutes for students who are not at the pick up point on time and cannot be seen approaching the bus from their residence.
3. The bus should be in its assigned position at the school at least five minutes before school is out. When loading at the school, bus drivers are to wait a minimum of five minutes before leaving.
4. Each bus driver is responsible for the storing of his/her bus and will co-operate in tending to the maintenance and school bus inspection. This includes delivery of the school bus to the bus garage for service. The key must be readily available in the event of his/her absence. **08 Apr 69 (25)**
Rev 11 Sept 01 (365)
5. No bus driver shall authorize major repair work on the bus without the authorization of the Transportation Supervisor.
6. Drivers are responsible for obtaining replacements from the authorized spare driver's list, if they are unable to make their run. The Transportation Supervisor is to be advised of the reason and the replacement driver's name.
7. Every driver of a school bus is required to carry out a daily inspection of the bus, and to certify the Daily Inspection Log as per instructions contained therein.
8. Every driver of a school bus will abide by and enforce the rules and regulations contained in the Manitoba School Bus Driver's Handbook and the policies of the school division.
9. All regular and spare drivers must sign an authorization form so that the S.D. can obtain a copy of their driver abstract from Manitoba Highways and Transportation, along with the completion of their intent form, which is to be returned to the Transportation Supervisor by April 15th annually. **23 Feb 88 (142); Rev 26 June 90; Rev 22 Aug 95 (351)**
10. Further responsibilities of bus drivers are as per pertinent sections of Student Transportation Services.

Assistant Mechanic

Qualifications

1. Journeyman's certification - Manitoba, unless otherwise approved by the Board
2. Driver's licence with Manitoba School Bus Certification
3. Demonstrated aptitude and ability for assigned responsibilities
4. Physically and medically able to perform assigned responsibilities
5. Good communication and interpersonal skills.

Reports to - Head Mechanic

Position Summary

Under the direction of the Head Mechanic, assists in maintaining division vehicles such as to provide safe and efficient transportation. Assumes the responsibilities of the head mechanic in his/her absence.

Rev 9 Nov 99 (16)

Responsibilities and Duties

1. Assists with the preventative maintenance program.
 - a) Carries out assigned inspections and repairs as provided for under the preventative maintenance schedule.
 - b) Maintains all required records associated with the assigned vehicles
 - c) Reports to the Head Mechanic any evidence of improper operation on the part of any driver
 - d) Conducts vehicle inspections as prescribed by legislation and division policy. 25 Nov 04 (26)
2. Repairs vehicles as may be required.
 - a) carries out assigned, unscheduled and emergency repairs
 - b) co-ordinates repair schedules through consultation with the Head Mechanic
 - c) monitors bus performance following emergency repairs
3. Assists with maintaining the cleanliness and organization of the bus garage.
4. Maintains assigned records and reports.
 - a) Utilize prescribed division forms for all transportation transactions.
 - b) Prepares reports as required for the division and Manitoba Education.
 - c) Completes all work orders according to established procedures.
 - d) Recommends to the Head Mechanic the purchase of tools, supplies, and equipment for the garage.
5. Monitors the school bus radio as required
 - a) Provides and relays information as may be required.
 - b) Responds to emergency situations according to prescribed procedures and personal judgment
6. May be required to transport students when required.
7. Performs other responsibilities and duties as may be assigned.

Rev 13 Sept 94(328); Rev 9 Nov 99 (15); Rev 25 Nov 04 (26)

Head Mechanic

Qualifications

1. Journeyman's certification - Manitoba
2. Driver's licence with Manitoba School Bus Certification
3. Demonstrated aptitude and ability for assigned responsibilities
4. Physically and medically able to perform assigned responsibilities
5. Good communication and interpersonal skills

Report To:

Transportation Supervisor or Superintendent in the absence of the Transportation Supervisor.

Rev 9 Nov'99 (15)

Position Summary

Under the direction of the Transportation Supervisor, is responsible for the complete service and maintenance of the division vehicles with the utmost regard for safety and efficiency. Assumes responsibility for transportation with the absence of the Transportation Supervisor. **Rev 9 Nov'99 (15)**

Responsibilities & Duties:

1. Manages the preventative maintenance program:
 - a) establishes and follows a preventative maintenance schedule that meets or exceeds the requirements of provincial regulations and division policies and regulations.
 - b) maintains all required records associated with the preventative maintenance program including the required records for the Department of Highways for the vehicle inspection program.
 - c) through the vehicle inspection program and scheduled servicing, identifies any vehicle that constitutes a safety hazard, then schedules the necessary repairs and ensures the vehicle is safe before releasing it.
 - d) reports to the transportation supervisor any evidence of improper operation of a school bus on the part of any driver.
 - e) conducts vehicle inspections as prescribed by legislation and division policy
2. Repairs vehicles as may be required:
 - a) establishes priorities for unscheduled and emergency repairs
 - b) co-ordinates repair schedules through consultation with the Transportation Assistant
 - c) monitors bus performance following emergency repairs
3. Responsible for the cleanliness and organization of the bus garage. **Rev 9 Nov'99 (15)**
 - a) maintains the garage in a neat and orderly manner
Rev 13 Sept 94 (328); Rev 4 Nov 97 (26); Rev 9 Nov 99 (15)

4. Maintains assigned records and reports:
 - a) utilizes prescribed division forms for all transportation transactions.
 - b) prepares reports as required for the division, Department of Highways, and Manitoba Education
 - c) will be responsible for establishing and maintaining all necessary records at the division garage **Rev 9 Nov 99 (15)**
 - d) will be responsible for maintaining records on work orders and repair for division buses and vehicles **Rev 9 Nov 99 (15)**
 - e) will be responsible for maintaining inventory records for parts, tools and equipment at the division garage **Rev 9 Nov 99 (15)**
 - f) utilize prescribed division forms for all transportation transactions **Rev 9 Nov 99 (15)**
 - g) completes all work orders according to established procedures
 - h) recommends to the supervisor the purchase of tools, supplies, and equipment for the garage
 - i) assists the supervisor with the preparation of the annual operating budget
 - j) maintains all records associated with the Department of Highways Vehicle Inspection Program, sends required reports to the Department and division office, and maintains bus garage records for the Department of Highways audit
Rev 9 Nov 99 (15)
5. Orders repair parts as required following approved division policies and procedures.
6. Respects the confidentiality of information associated with the responsibilities of the position.
7. Responsible for day to day operation of the transportation communication which includes:
 - a) answers radio and telephone calls
 - b) makes decisions on minor busing problems within established policy and procedures
 - c) responds to emergency situations according to prescribed procedures and personal judgement
 - d) in consultation with the appropriate personnel, makes minor route adjustments
 - e) provides communication with the drivers and Division Office on day to day operational issues
 - f) ensures all correspondence and reports are made to the Division Office and to the appropriate division personnel
Rev 9 Nov 99(15)
8. Provides support to the Transportation Supervisor in organizing transportation and drivers for all extra-curricular trips. **Rev 9 Nov 99 (15)**
9. Transports students as required. **Rev 9 Nov 99 (15)**
10. Provides recommendations to the Transportation Supervisor regarding the operation of the division transportation fleet as required. **Rev 9 Nov 99 (15)**
11. Performs other responsibilities and duties as may be assigned.
Rev 9 Nov 99 (15)
Rev 13 Sept 94 (328); Rev 4 Nov 97 (26); Rev 9 Nov 99 (15)