



Boys & Girls Clubs  
of Central Vancouver Island

<b>Job title</b>	Bus Driver – Class 4
<b>Reports to</b>	Licensed Program Supervisor
<b>Date</b>	November 2020

### **Job purpose**

This position requires a comprehensive knowledge of transporting passengers in commercially inspected vehicles. Bus drivers transport children and staff between school and club programs. Some drive regular routes, and others transport passengers on field trips. They drive a range of vehicles, including 15 passenger vans and 24 passenger buses.

### **Duties and responsibilities**

- Pick up and drop off children at designated locations
- Follow a planned route according to a time schedule
- Ensure the safety of children getting on and off the bus
- Keep order and safety on the school bus
- Obey traffic laws and state and federal transit regulations
- Keep supervisor and other staff informed of possible delays
- Ensure children are actively supervised at all times.
- Work as a key member of an integrated staff team that consistently strives for inclusion, excellence and effective conflict resolution
- Administers first aid and medication in accordance with Club policy and procedures and licensing regulations.
- Ensure the safety of the participants and staff at all times by maintaining the appropriate adult to child ratio, conducting safety drills and establishing proper supervision of children and youth

### **Administration:**

- Complete daily pre and post trip inspections
- Ensure the program standards, guidelines, and policies of the Boys and Girls Club are maintained and Community Care Facility Licensing requirements are met
- Ensures that all required documentation is accurate and complete (daily attendance, Club log book, communication book, etc.)

### **Financial Management:**

- Responsible for all program funds/gas cards assigned to them including reconciliation (i.e. handing in receipts/change)

### **Van & Bus Maintenance:**

- Completes a pre and post trip vehicle inspections, in accordance with the Motor Vehicles Act (i.e. CVI, Fire Extinguishers). Van inspection must be conducted by employee with appropriate class license.



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- Ensure car seats are properly installed and seatbelts are fastened correctly. Ensures children who require car seats are identified and that car seats are in good working condition.
- Report all safety concerns regarding a van to the Licensed Program Supervisor immediately
- Vans are cleaned out daily and washed/vacuumed regularly to present a positive BGCCVI image.
- Ensure vans are driven, maintained and inspected in accordance with the Motor Vehicles Act (bus tires, lights, oil, etc.)

### **Professional Development:**

- Maintains an up-to-date knowledge of new trends in transportation
- Maintains the necessary qualifications of the position
- Participates in self-evaluation and goal setting

### **Qualifications**

#### **Experience**

- Direct program delivery experience with demonstrated working knowledge of the transportation of children is preferred.

#### **Knowledge, skills and abilities**

- Valid Class IV Driver's License and Driver's Abstract
- Valid First Aid Certificate with CPR (Approved by Community Care Licensing Regulations)
- Knowledge of school aged child development, age appropriate program planning and behavior management theory is an asset
- Knowledge of unique needs of their club's individual community with regards to cultural diversity and challenged populations
- Establishing and maintaining effective working relationships with program staff, volunteers, parents and school personnel

#### **Personal Characteristics**

- Positive, supportive and cooperative role model to school aged children and youth
- Independent, proactive thinker
- The ability to function independently, under pressure, while managing emergency situations is an ongoing expectation of this position.

### **Working conditions**

This position will be exposed to a high level of noise and distractions from children. Direct delivery may include moderate physical activity involving walking, standing, bending and lifting children.

### **Direct Reports**

- Program Leader – none
- Senior Program Leader - none



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Approved by:	<i>Sarah Foster – Director of Childcare and Early Learning</i>
Date approved:	<i>November 2020</i>
Reviewed:	<i>Karen Love – Executive Director</i>