



Bus Driver Job Description

Position Overview

The **Bus Driver** is responsible for the safe and reliable transportation of students and other passengers to and from White Rock Christian Academy. This position operates the school bus in accordance with all applicable traffic laws, safety regulations, and the Motor Vehicle Act, while maintaining a clean and well-functioning vehicle. The Bus Driver promotes a safe, respectful, and positive environment for passengers and maintains effective communication with students, parents, and school staff regarding transportation needs, incidents, and concerns.

Reports To: Director of Finance & Operations

Responsibilities

Safety & Maintenance

- Safely operate a bus on designated routes, adhering to traffic laws, safety regulations, and the Motor Vehicle Act.
- Ensure the safety of all passengers during transit, including conducting pre-trip inspections of the vehicle.
- Educate passengers about safety protocols and bus etiquette.
- Assist children in boarding and disembarking from the bus, ensuring their safety at all times.
- Maintain cleanliness and proper functioning of the bus by performing routine checks and reporting any mechanical issues.

Communication

- Communicate effectively with passengers, parents, and school staff.
- Document any incidents or issues that occur during transit and report them to the appropriate authorities.
- Foster a positive environment by being approachable and responsive to passenger needs.

Other Duties as Assigned.