JOB DESCRIPTION

| **TITLE** | BUS DRIVER  |
| --- | --- |
| **Reports To**  | [Insert Title] |

**Job Purpose**

The Bus Driver is responsible for bringing passengers safely to their destinations. The Bus Driver follows a daily schedule to transport people on regular routes of [Organization Name]. They ensure that passengers pay the required fare, either by managing the fare box or collecting tickets.

The successful Bus Driver prioritizes passenger safety and thus adheres to traffic laws. This person is focused and alert.

**Duties and Responsibilities**

Overall Responsibilities:

* Conducting pre-trip and post-trip inspections of buses
* Completing bus route on schedule while stopping at all designated stops
* Assisting the disabled and elderly with embarking and disembarking
* Helping with stowing luggage and bicycles
* Collecting fares, issuing and validating transfers, checking bus passes and recording transactions
* Safely transporting goods and passengers
* Reporting delays, accidents, and mechanical issues to [INSERT TITLE]
* Following all traffic laws
* Following company policies and provincial legislations on health and safety
* Keeping a clean and sanitary bus at all times
* Performing additional related duties

**Qualifications**

* High school diploma or GED
* A Class B, C, E or F driver's license {for Ontario)/ A Class 2 driver's license in all other provinces and territories.
* X years of experience as a driver
* First aid certificate is required/an asset
* Completion of the 3-year program for Certified Professional Bus Operator (CPBO) is an asset
* Knowledge of [INSERT PROVINCE] health and safety procedures/regulations
* Excellent knowledge of all routes.

**Core Competencies**

* Excellent hand-eye coordination
* Has a safety-first mindset
* Maintains concentration and focus at all times.
* Can stay patient and calm in whatever situation.
* Ability to work with minimal supervision.
* Comfortable taking payments.
* Good communication and interpersonal skills
* Clean and organized

**Working Conditions**

* Schedules may vary, depending on route assignment
* Requires driving through heavy traffic or bad weather
* May require working weekends, evenings, or early mornings
* May require working longer hours
* May involve dealing with unruly passengers
* May require lifting heavy loads of up to X pounds, etc.
* Sitting for long periods of time