

SHUTTLE DRIVER – STUDENT SUPPORT

Division: 3 (Transportation)

Reports to: Transportation Supervisor

Job Summary

With minimal direction, the Shuttle Driver is responsible for the safe transportation and supervision of students, including those who may be highly dysregulated or require specialized support. The Shuttle Driver ensures safety, maintains order, and provides a supportive environment while transporting students between school sites, programs, and other designated locations. The position requires a high level of patience, professionalism, and the ability to respond calmly to challenging situations.

Duties and Responsibilities

- Safely transports students, including those with significant behavioural, emotional, or special needs.
- Performs pre-trip and post-trip safety inspections as per regulations.
- Monitors, and supports student conduct and behaviour during transportation, using de-escalation strategies as appropriate.
- Lifts, positions, and secures students with mobility or special equipment needs (e.g., wheelchairs, harnesses, restraint systems).
- Provides a calm, supportive presence to help regulate student behaviour during challenging circumstances.
- Maintains up-to-date knowledge of traffic, safety, and emergency regulations.
- Identifies and reports relevant issues, including student safety concerns, mechanical problems, road hazards, and incidents.
- Instructs passengers in bus and vehicle safety and emergency procedures
- Maintains radio contact with supervisors/dispatch during transport.
- Ensures the vehicle is secured (windows, doors, safety equipment) when not in use.
- Fuels, cleans, and maintains the shuttle vehicle interior and exterior.
- Administers basic first aid as required.
- Assists with transporting equipment or materials related to student programs, as directed.
- Performs other transportation or student-support-related duties as assigned.

Tools and Equipment Used

Shuttle bus/van, wheelchair lift and restraint systems, safety equipment (e.g., harnesses), tire chains, first aid kit, two-way radio, cleaning equipment, hand tools.

Required Knowledge, Abilities, and Skills

- Completion of Grade 10 or equivalent.
- Six months' experience working with children, preferably students with behavioural or special needs.
- A valid B.C. Class 4 Unrestricted Driver's Licence (or equivalent depending on vehicle requirements).
- Successful completion of a Thinking Driver Training Program.

- Training will be provided should the successful applicant not possess the below training; to be completed upon an agreed timeline:
 - a) Non Violent Crisis Intervention
- Valid Safety-Oriented First Aid Certificate.
- Maintains up to date knowledge of traffic and safety regulations.
- Knowledge of health and safety practices, including WHMIS regulations.
- Ability to use patience, courtesy, and tact in working with students, parents, staff, and the public.
- Ability to de-escalate challenging behaviours and support students in crisis.
- Effective verbal and written communication skills.
- Ability to operate a two way radio
- Courtesy and tact required in explaining or exchanging data or information
- Ability to perform individually and as part of a team.
- Ability to effectively communicate both verbally and in writing.
- Ability to work with constant interruptions.

Originated: November 26, 2025

Reviewed: