



## **SCHOOL BUS DRIVER**

### **Temporary, Part Time Position**

### **Central Zone, Nakusp to Fauquier**

Under the supervision of the Manager of Operations and Transportation who has overall responsibility for bus drivers; however, drivers will work closely with school administration on matters concerning student conduct.

#### **Nature of Position**

Transports students to and from school according to a pre-defined daily schedule.

1. Transports students on non-scheduled trips when required.
2. Ensures safety of students from pickup to drop off; communicates about student safety issues as needed.
3. Maintains order on the bus and ensures adherence to safety rules while boarding and leaving the bus.
4. Conducts pre-trip and post-trip inspections.
5. Performs routine maintenance inspections of bus for repairs and regular servicing.
6. Re-fuels bus as required.
7. Cleans the interior of the bus daily. Washes interior and exterior of bus as required.
8. Performs a thorough end-of-school year cleaning of the interior and exterior of the bus.
9. Performs minor emergency repairs.
10. Completes and submits associated reports as required. (i.e.: daily pre-trip inspections)
11. Maintains current First Aid qualification
12. Attends professional learning and safety training sessions.
13. Maintains documentation including trip manifests and annual student bus registration.
14. Ensures student safety and coordinates with school staff.
15. Performs other duties, as assigned by the Manager of Operations and Transportation.

#### **Required Qualifications, Knowledge, and Skills**

Valid B.C. Class 2 driver's license including a valid air endorsement.

1. Minimum of Grade 12 or its equivalent.
2. Ability to remain alert at all times while driving, and to concentrate without being distracted.
3. Ability to act with authority, and yet remain tactful and courteous.
4. Must be able to follow oral and written instructions and write required reports.
5. Annual Driver's Medical Examination.
6. Annual Driver's Abstract.
7. Ability to work as a team player.
8. Basic knowledge of the working operation of a motor vehicle.
9. Courteous and co-operative manner with students, other employees and the general public.

This is a temporary 25 hours per week position, effective immediately through to January 31, 2020 or, with two weeks' notice of return of incumbent. Actual hours of work will be in consultation with the Manager of Operations and Transportation. The salary for this position will be as per the Collective Agreement between the Board of School Trustees for School District 10 (Arrow Lakes) and the Canadian Union of Public Employees, Local 2450.

All interested candidates must apply in writing complete with a cover letter and resume via the Executive Assistant, and attention to the Manager of Operations and Transportation for School District 10 (Arrow Lakes) prior to 12:00 pm (Noon) on Friday Sept 20, 2019 or until filled. The successful applicant will be subject to a Criminal Record Check. Only short-listed candidates will be contacted.

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