



**Dual Role: Bus Driver and General Maintenance Person
Edgewood Elementary School
Temporary/Part-Time Position
School District 10 (Arrow Lakes)**

Under the supervision of the manager of operations and transportation, the Bus Driver and General Maintenance person provides support for students and schools through transportation and maintenance responsibilities.

ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES

BUS DRIVER

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

GENERAL MAINTENANCE

1. Performs general maintenance and assistance with the construction, renovations and repairs to district buildings, grounds, equipment and furnishings.
2. Operates district vehicles and equipment used for operations and maintenance work.
3. Work with and assist Grounds, Mechanic and Custodial personnel as needed
4. Snow and ice removal and sanding as required at School District facilities.
5. Assist with the District's hauling and delivery needs as required.
6. Maintain records, forms and documents such as inventory, servicing and inspection documents.
7. Maintains a current First Aid qualification.
8. Understand and act in accordance with school and district policies and procedures, district Health and Safety protocols and WorkSafeBC regulations.
9. Keeps a clean, safe and well-maintained workplace
10. Performs other duties as assigned.

REQUIRED QUALIFICATIONS, KNOWLEDGE AND SKILLS: BUS DRIVER and GENERAL MAINTENANCE

1. Minimum of Grade 12 or its equivalent.
2. Valid B.C. Class 2 driver's license including a valid air endorsement.
3. WHMIS certification within last three years.
4. At least four months recent successful experience in a bus driver position.
5. At least 2 years' experience in general maintenance work.
6. Ability to use portable power tools and hand tools.

7. Ability to remain alert at all times while driving, and to concentrate without being distracted.
8. Annual Driver's Medical Examination.
9. Annual Driver's Abstract.
10. Basic knowledge of the working operation of a motor vehicle.
11. Ability to act with authority, and yet remain tactful and courteous.
12. Demonstrated ability to work independently and as part of a team.
13. Courteous and co-operative manner with students, other employees and the general public.
14. Basic proficiency in using technology.
15. Strong problem-solving and organizational skills
16. Proven time management skills.
17. Medical certificate issued in last year demonstrating physical ability to perform all aspects of the position (Bus Driver Medical Report).
18. Must be able to follow oral and written instructions and write required reports.

This position is a temporary 30 hours per week position, 10-month per year position, effective as soon as possible in January 2022 and will continue through to June 30, 2022. This position may be extended into the 2022-2023 school year. 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, resume and proof of qualifications, to the Human Resources Manager no later than noon on Friday January 7th, 2022. The successful applicant will be subject to a Criminal Record Check. Only short-listed candidates will be contacted.

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