



**School Bus Driver Temporary/Part-Time Position (20 hours)  
Central Zone Route – Crescent Bay  
School District 10 (Arrow Lakes)**

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.

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**Illustrative Examples of Job Duties and Responsibilities**

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.

**Required Qualifications, Knowledge, and Skills**

1. Valid B.C. Class 2 driver's license including a valid air endorsement.
2. Minimum of Grade 12 or equivalent.
3. One year professional driving experience in school buses or large vehicles.
4. Ability to remain alert at all times while driving, and to concentrate without being distracted.
5. Ability to act with authority, and yet remain tactful and courteous.
6. Must be able to follow oral and written instructions and write required reports.
7. Annual Driver's Medical Examination.
8. Annual Driver's Abstract.
9. Ability to work as a team player.
10. Basic knowledge of the working operation of a motor vehicle.
11. Courteous and co-operative manner with students, other employees and the general public.

This position is a temporary 20 hours per week 10-month position, effective September 3, 2024 through to June 27, 2025. Actual hours of work will be in consultation with the Manager of Operations and Transportation. The wage rate for this position is \$31.30/hour 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. The incumbent will be entitled to regular benefits and vacation entitlement, or 15% of gross pay in lieu of benefits and vacation.

All interested candidates must apply in writing to the HR Manager for School District 10 (Arrow Lakes) prior to 12:00 pm (Noon) on July 24, 2024.

By mail to PO Box 340, Nakusp, BC V0G 1R0, Or by email to [hr@sd10.bc.ca](mailto:hr@sd10.bc.ca)