



School District #49 (Central Coast)

Posting # S314-21/22
November 18, 2021

Continuing Bus Driver / Certified Mechanic / Transportation Lead Hand (10 months/year 40hrs/week) Start Date: January 1, 2022

School District #49 (Central Coast) is accepting applications from individuals for a Continuing Bus Driver / Certified Mechanic / Transportation Lead Hand.

Responsibilities and Duties:

- Performing day to day operations of preventative maintenance facility and repair in accordance with the Motor Vehicle Act and the Commercial Vehicle Inspection Program including but not limited to: electrical diagnostic/repair, welding, glass replacement, major and minor component repair/replacement, engine tuning, tire repair, road tests, vehicle safety inspection certifications and stickers, grease jobs and oil changes.
- Review and complete repairs identified in bus inspection reports.
- Perform diagnosis of engine, brake, electrical components of buses and identify parts for repairs and maintenance.
- Communicates with Bus Drivers regarding bus repairs and maintenance.
- Maintains accurate records and requisitions parts and supplies as necessary.
- Bus route scheduling and trip planning.
- Maintains the confidentiality of information seen or heard.
- Attendance at in-services and workshops provided by School District #49 (Central Coast) as required.
- Safely transporting students to/ from school and activities on time.
- Performing pre/post- trip vehicle inspections to ensure optimal vehicle safety.
- Ensuring students' safety while boarding and exiting buses and crossing streets.
- Transporting students every morning for the morning and afternoon run, as well as afterschool programs.
- Transporting students and/or equipment on local, out of town and overnight field trips in accordance with routes and schedules.
- Ensuring compliance with safe loading, riding and unloading procedures.
- Consulting with teacher or administration regarding student behaviour.
- Ensuring interior cleanliness of school bus.
- Completing paperwork.
- Securing bus.
- May provide emergency first aid.
- Other duties as required.

Qualifications:

- Valid Class 2 Drivers License.
- Completion of Grade 12 (Dogwood Certificate).
- Valid BC Trade Certification as an Automotive or Heavy Duty Mechanic.
- Pressure Fuel an asset.
- Commercial Vehicle Inspection Certification.
- Experience as a Mechanic.
- Proficient in diagnosing, servicing and repairing mechanical and electrical problems.
- Proficiency in the application and use of diagnostic engine, ABS brake, automatic transmission and dashboard diagnostic software an asset.
- Thorough and current knowledge of the standards, practices, regulations, methods, tools and equipment of the trade.
- Knowledgeable in basic Microsoft computer skills including email and outlook.
- Excellent time management and organizational skills.
- Proven teamwork and interpersonal skills to effectively communicate with staff.

- Meet the minimum age requirements to hold a school bus driver's licence in your province (and company standard minimum 21 years of age).
- Undergo & pass a Ministry prescribed Medical examination, criminal record search, vulnerable sector clearance and other background checks.
- Physical capability to perform the job duties including working in inclement weather conditions.

This position is included in the Central Coast Non-Teaching Staff Association with a starting wage of \$35.53 per hour, in addition to District provided Extended Health, Dental, Long-term Disability and Life Insurance Plan at no cost to the employee. Please note there is also a Municipal Pension Plan. A successful Criminal Record Check must be completed prior to acceptance of employment.

Applications containing details of education, relevant experience and references are being accepted until Position is filled and should be submitted to: tmoren@sd49.ca

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