



# SHAWNIGAN LAKE SCHOOL

## OUR SCHOOL

Shawnigan Lake School is a leading independent co-educational boarding school for ages 13-18 on Canada's beautiful west coast. Our diverse, inter-disciplinary and innovative programming helps shape the next generation of global leaders.

Shawnigan provides academic ambition to develop a culture of curiosity, collaboration, independence and resilience in our students through educators and peers who inspire our students to embrace a love of learning by challenging them to solve problems critically and creatively.

## JOB DESCRIPTION

### PART-TIME DRIVER

A Shawnigan Lake School driver serves a key role in the day-to-day operations of the school year-round. Drivers support the smooth and consistent delivery of all programs by providing a safe, efficient, and comfortable transportation experience to students, parents, visitors and staff.

Part-time Drivers typically work up to 20 – 30 hours per week, however hours will fluctuate based on the School calendar. Shawnigan Drivers demonstrate significant flexibility in their work hours to accommodate an extremely variable and dynamic transportation schedule. This includes evenings, weekends, and the occasional split shift.

This is a part-time opportunity. We offer a competitive salary, a flexible work environment, and a nurturing, family-friendly workplace.

## ROLES & RESPONSIBILITIES

Reporting to the Transportation Manager, the responsibilities of a Part-time Driver include:

- Transport arriving and departing students and staff for school sanctioned trips, leave breaks, sports and fine art trips
- Drive and pick up students for medical appointments, airport and ferry transfers, as well as a variety of scheduled and sometimes unscheduled outings
- Conduct minor vehicle repairs and servicing, including daily cleaning and fueling of vehicles
- Strictly adhere to Workplace Safety standards and carefully follow emergency protocols



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## REQUIREMENTS

- Minimum valid class 1 or 2 BC driver's licence, with air brake endorsement, preferred
- Familiarity with a variety of public transport vehicles and/or bus driving experience, an asset
- 5 years' Claims Experience Summary, dated within 14 days, with no more than 1 at fault claim in the past 5 years (clean Experience Summary preferred)
- Safe and responsible 5 years' Driver's Abstract History, dated within 14 days, with no more than 3 points in the past 3 years and no more than 1 violation in the past 5 years (clean Driver's Abstract preferred)
- Successful ICBC medical examination relating to the Motor Vehicle Act requirement for Class 2 drivers
- First Aid/CPR certification, an asset
- CRRP Criminal Record Check clearance for working with children (administered by the school)
- Strong social and communication skills that include the ability to interact with students in a pleasant, personable, and relaxed manner
- Proven record of professionalism, tactfulness, flexibility, and dependability

## NEXT STEPS

To apply, please send a resume and cover letter expressing your interest to the attention of Michelle Rennie, Transportation Manager, via email at [recruitment@shawnigan.ca](mailto:recruitment@shawnigan.ca). Applications may also be mailed to the General Office at:

Attention: Human Resources  
Shawnigan Lake School  
1975 Renfrew Road  
Shawnigan Lake, BC V0R 2W1

*Shawnigan Lake School is an equal opportunity employer committed to establishing an inclusive, equitable, and accessible environment for all. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law.*

We express our appreciation to all applicants for their interest in this position, however, only candidates selected for an interview will be contacted.

**Competition closes when filled.**