



## School District 69 (Qualicum) SPARE BUS DRIVER POSITION

School District 69 (Qualicum) invites applications from qualified candidates for Spare Bus Drivers for the Oceanside Area.

Current wage: \$31.31 per hour. Effective July 1, 2023 wage will increase to \$33.03 per hour.

### **REPORTING TO:**

Director of Operations or designate, with a functional reporting relationship to the Transportation Team Lead.

### **ILLUSTRATIVE EXAMPLES OF WORK:**

1. Operates school buses on various route schedules within specified times.
2. Drives in a safe, consistent and efficient manner while at the same time maintaining consistent discipline procedures with large groups of students.
3. Daily performs pre and post-check procedures, reports mechanical deficiencies to shop personnel, and maintains the bus in a clean and sanitary condition, inside and out.
4. Maintains effective communication with other staff and the general public both verbally and with written reports.
5. Assists students or staff in loading and unloading using appropriate safety procedures, lifts and related equipment.
6. Checks student bus passes and follows established district procedures.
7. Required to provide in-district mail service.
8. Demonstrates routes and stops to new drivers.
9. Performs other related job duties.

### **REQUIRED ABILITIES AND QUALIFICATIONS:**

1. Valid Class 2 BC driver's license with an Air Endorsement.
2. Clean Driver's Abstract.
3. Successful completion of the internal training requirements.
4. Up to date knowledge of the Motor Vehicle Act and related Regulations.
5. Good interpersonal, oral and written skills.
6. Ability and patience to deal with children in a kind and diplomatic manner.
7. Valid Basic or Emergency First Aid certificate (one day course), would be considered an asset.

Please provide a minimum three professional references from supervisors or managers in a workplace or volunteer setting.

**To apply please do one of the following:**

1. Email your resume to [jobpostings@sd69.bc.ca](mailto:jobpostings@sd69.bc.ca).
2. Complete support staff application form at the School Board office, located at 100 Jensen Ave. East in Parksville.
3. Complete a support staff application form on our website [www.sd69.bc.ca](http://www.sd69.bc.ca) located under the employment section. Drop off or email to [jobpostings@sd69.bc.ca](mailto:jobpostings@sd69.bc.ca).

If you have any questions, please contact Denise Kinney, Human Resources Assistant or Amanda Kramer, Human Resources Administrative Assistant at 250 248 4241.

We thank all applicants for applying; however, only those applicants shortlisted will be contacted.

*Successful applicants must successfully complete an Authorization for Criminal Records Search pursuant to the Criminal records Review Act.*