



Employment Opportunity

Bus Driver

Reference No. QSL-TRANS-BD-0125

PURPOSE:

Reporting to the Transportation Supervisor, the purpose of the Bus Driver is to safely transport students to and from school while ensuring the maintenance of Cowichan Tribes' school buses & the bus compound. This is a full-time permanent position. The Bus Driver is expected to work 6.5 hours per day and the work schedule will be aligned with the school calendar year. The Bus Driver works primarily in the field with extensive local travel required.

COMPENSATION AND BENEFITS:

Cowichan Tribes offers an excellent benefit and pension plan available after successful completion of the probationary period. The position includes paid training, paid vacation and paid sick leave. Depending on experience, the position starts at \$31.52 - \$33.45 per hour.

RESPONSIBILITIES:

Safely Transport Students on the School Bus

- Complete pre-trip and post-trip inspections
- Pick-up and drop-off students at various school locations as per the scheduled route
- Transport students on special excursions when needed
- Ensure students obey bus safety rules and standards
- Maintain order and manage student behaviors while on the bus
- Document student incidents and support Transportation Supervisor as needed
- Ensure safety of all students while being transported to and from school
- Assist the Transportation Supervisor in the creation of transportation routes, schedules and data reporting
- Comply with Transportation Program Policies & Procedures and the British Columbia Motor Vehicle Act
- Support students and Bus Monitors as needed
- Other related duties as required

Ensure Maintenance of School Bus & Bus Compound

- Ensure sufficient fuel, safety equipment and maintenance of assigned school bus
- Document and notify supervisor immediately of any safety concerns found while completing pre-trip and post-trip inspection
- Complete trip logs
- Complete light cleaning duties and deliver any found items to designated location
- Clean bus interior and exterior, light janitorial cleaning of the bus compound office and light yard work at the bus compound as required
- Administrative duties as required
- Other related duties as required

EDUCATION AND EXPERIENCE: *(please attach all required documents)*

- Grade 12 graduation or equivalent required
- Valid BC Class 1 or Class 2 Driver's License with air brake endorsement required
- 5 years' safe driving record preferred
- 2 years' driving experience with students considered an asset
- Valid Level 1 First Aid certification required
- Satisfactory Criminal Record Check with vulnerable sector clearance required



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KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Cowichan culture, customs, traditions and the Hul'q'umi'num' language
- Strong communication skills including but not limited to student/staff rapport & written reports
- Ability to create and maintain strong community connections and relationships
- Well-developed written, oral and interpersonal skills
- Strong organizational and time management skills with the ability to multitask
- Ability to work both independently and as a part of a team
- Specific knowledge of Cowichan community and bus routes an asset

HOW TO APPLY: Interested applicants are invited to submit a current resume, a detailed cover letter and three references to Human Resources by email or in person before the deadline with the Reference No. included. If you are emailing your application, indicate the Reference No. in the subject line of your email.



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Cowichan Tribes Human Resources Department
435 Trunk Road – Unit 208 (second floor)
Duncan, BC, V9L, 2P5

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: Monday, January 20, 2025 @ 4:00 p.m.

SCAN ME



TO LEARN MORE ABOUT
HOW TO APPLY