



QUALICUM SCHOOL DISTRICT

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Job Description

About Qualicum School District

Qualicum School District is centrally situated on east Vancouver Island and covers the area from Nanoose Bay to Bowser, spanning from Errington across the Strait of Georgia to Lasqueti Island. We serve a student population of approximately 4700 students. Qualicum School District comprises eight elementary schools (Grades K-7), two secondary schools (Grades 8-12), an alternative school (PASS/Woodwinds), and a Distributed Learning program, known as the Collaborative Education Alternative Program (CEAP), to support home-learning families. False Bay School on Lasqueti Island is entirely off-grid with an immense solar project recently completed. The Qualicum School District also partners with numerous community organizations through various school programs. The area's natural beauty, never-ending beaches, mild climate, and small-town charm make it a popular tourist destination and an excellent opportunity to have a career in paradise.

Qualicum School District is seeking applications for **Spare Bus Drivers (On Call/Casual)**

JOB TITLE: BUS DRIVER

Spare Employees are paid 4% in lieu of benefits and 4% in lieu of statutory holidays, plus 6% in lieu of vacation.

JOB FUNCTION: An employee in this classification operates a school bus for the purpose of transporting district students.

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. Completion of Grade 10 or equivalent.
2. Valid Class 2 BC driver's license with an Air Endorsement.
3. Clean Drivers Abstract.
4. Successful completion of the internal training requirements.
5. Up-to-date knowledge of the Motor Vehicle Act and related Regulations.
6. Good interpersonal, oral, and written skills.
7. Ability and patience to deal with children in a kind and diplomatic manner.
8. Valid Basic or Emergency First Aid certificate (one-day course) would be considered an asset.

Qualified applicants are invited to apply on Make a Future at <https://buff.ly/iHCOSBu>.

PLEASE PROVIDE 3 PROFESSIONAL REFERENCES WITH YOUR APPLICATION.

Successful applicants must complete an Authorization for Criminal Records Search, as required by the Criminal Records Review Act, every five years.

For further information please contact Denise Kinney, Human Resources Assistant at [250 954 3069](tel:2509543069) or dkinney@sd69.bc.ca We thank all applicants for their interest, however, only those selected for interviews will be contacted.