

EXTERNAL POSTING PROGRAM BUS DRIVER Part-time (up to 2 positions)

POSTING NO: 2024-25

POSTING DATE: September 27th, 2024

POSTING EXPIRY DATE: closing date extended to November 12, 2024

Strathcona Regional District has a part-time opening for a Program Bus Driver. The Program Bus Driver is responsible for operating a 24-passenger school bus and/or other Strathcona Regional District vehicles to transport patrons to and from recreation program sites and related activities in a safe, timely manner. The hourly rate of pay is \$28.00. Successful candidates will be required to complete a criminal record check with a vulnerable sector search and become a member of the United Steelworkers, Local 1-1937.

REQUIRED EDUCATION

- Completion of grade 12

REQUIRED EXPERIENCE

- Related driving experience
- Experience driving a bus or similar vehicle

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Valid Unrestricted Class 4 Drivers License
- Standard First Aid
- CPR Level C with AED (current within the year)
- Clean "No Contraventions" 5-year drivers abstract

PREFERRED QUALIFICATIONS

- Valid unrestricted Class 1 Drivers License
- Professional industry driver training certification
- Previous experience driving and operating a 24-passenger school bus or similar vehicle
- Familiarity with local streets, neighborhoods, schools and routes
- Post-secondary courses in professional industry driver training

Required training, licenses, and related costs are not eligible for reimbursement.

HOW TO APPLY

Please forward your cover letter, resume and copies of your certificates to hr@srd.ca quoting "Internal Posting 2024-25 Program Bus Driver, Part-Time" in the subject line of your application.



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Program Bus Driver

JOB SUMMARY

Reporting to the Manager of Arenas and Administration and taking direction from the Program Coordinator, Arenas and other Programs, the Program Bus Driver is responsible for operating a 24-passenger school bus and/or other Strathcona Regional District vehicles to transport patrons to and from recreation program sites and related activities in a safe, timely manner. The Program Bus Driver will follow a predetermined schedule for picking up and dropping patrons at designated locations.

JOB DUTIES

- Operate school bus and/or other Regional District vehicles in accordance with the British Columbia Motor Act.
- Maintain a clean driver abstract.
- Provide safe transportation and driving the vehicles to pick up and return participants to designated sites.
- Assist recreation leadership staff with direct program supervision.
- Conduct pre-trip/post-trip inspection of vehicles and report any deficiencies.
- Maintain a vehicle logbook.
- Follow a predetermined schedule for picking up and dropping off patrons at designated locations.
- Maintain punctuality to ensure timely arrivals and departures, accommodating program schedules.
- Keep the vehicles interior/exterior clean and tidy, including regular garbage removal and basic cleaning tasks.
- Ensure vehicles are properly fuelled and ready for transport.
- Report immediately any mechanical trouble, tire problems, inoperable safety equipment or other questionable item to supervisor or manager for follow through and action.
- Ensure the safety of program participants, enforce bus safety rules and regulations, and if necessary, provide first aid. Report all incidents/accidents to the Supervisor, immediately. Complete and submit accident/incident reports and forms.
- Provide excellent internal and external customer service. Create a positive experience for youth and patrons through professional and courteous behavior.
- Ability to work a flexible schedule, including evenings, weekends and split shifts.

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PREFERRED EDUCATION

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REQUIRED EXPERIENCE

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- Experience driving a bus or similar vehicle

PREFERRED EXPERIENCE

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KNOWLEDGE, SKILLS AND ABILITIES

- Safely drive a school bus under varied conditions and maintain a safety conscious attitude
- Ability to read and understand policies and procedures
- Willing and able to work in all weather conditions
- Maintain order and enforce rules on a school bus
- Work cooperatively with others and create a positive, constructive relationship with staff and the public
- Excellent communication and people skills
- Strong knowledge of laws, rules and regulations governing transportation
- Physical ability to assist passengers with boarding and disembarking, as needed

Safety is Everyone’s Responsibility - All facility staff, including the Skating School Bus Driver, are responsible for recognizing and immediately dealing with urgent safety and health issues when and where they arise. All facility staff are responsible for recognizing and reporting non-urgent safety issues to their manager or another appropriate manager in a timely manner.