



# School District 72

Campbell River, B.C.

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425 Pinecrest Road, Campbell River, B.C. V9W 3P2 • Tel: 250.830.2300 • Fax: 250.830.2329 • [www.sd72.bc.ca](http://www.sd72.bc.ca)

## Human Resources • Memo

**Date:** July 20, 2018

**To:** All Members  
The Canadian Union of Public Employees, Local 723

**From:** Director, Human Resources

**Subject:** **POSTING NO. 18-63 – Part-Time Bus Driver, Quadra Elementary School**

We are inviting applications for the position of Part-Time Bus Driver at Quadra Elementary School, to be employed for a minimum of four (4) hours per day while school is in session, effective as soon as possible after the posting closes. This will be a split shift driving position, part a.m. and part p.m., and will include other related duties as assigned by the Head Bus Driver and/or Principal.

### **Required Qualifications:**

1. Minimum of two (2) years of recent experience in bus or commercial driving;
2. Possess a current valid BC Drivers' License, Class 2, with airbrake endorsement;
3. Be physically capable to perform ALL facets of bus driving;
4. Have a clear understanding of bus driving functions, procedures and equipment;
5. Must have the ability to read and write English;
6. Possess a Grade 12 Diploma;

### **Duties will include but are not necessarily limited to:**

1. Carries out all aspects of bus driving work;
2. Provides a suitable safe environment for students on the bus;
3. Practices good driving habits and defensive driving;
4. Maintains a satisfactory relationship with school administration, parents, staff and students;
5. Ensures their vehicle is maintained in a safe condition;
6. Works from oral and/or written instruction and to established procedures;
7. Cleaning of and minor maintenance of buses; and
8. Assists skilled mechanics and completes general unskilled tasks.

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Preference will be given to applicants with demonstrated skills and experience in driving a bus. The successful applicant will be required to submit a Driver's Abstract if one is not on file and may be required to submit a certificate of medical fitness as a condition of employment.

**Only applications with the following documentation will be considered:**

1. School District No. 72 Application For Employment - Non-Teaching, available on our website at [www.sd72.bc.ca](http://www.sd72.bc.ca);  
(resumes may also be attached to the application)
2. Covering letter indicating why you are seeking this position;
3. Three work-related reference letters;
4. A copy of Grade 12 certificate or equivalent;
5. A current Driver's Abstract.

The rate of pay for this position is \$26.26 per hour, in accordance with the current Collective Agreement with the Canadian Union of Public Employees, Local 723.

Applications will be accepted until 4:00 p.m., **August 21, 2018**. Please apply by either:

**Email:** [hrsupportstaff@sd72.bc.ca](mailto:hrsupportstaff@sd72.bc.ca)

OR

**In writing:** Human Resources – Support Staff  
c/o Yves Vachon  
Director, Human Resources  
School District 72 (Campbell River)  
425 Pinecrest Road  
Campbell River, BC V9W 3P2

***We thank all applicants for their interest and advise that only those applicants selected for further discussion will be contacted or acknowledged. The successful candidate(s) will be required to complete a criminal record check.***

- c: S. Woods, Manager of Operations  
P. Reid, Supervisor, Operations & Safety  
S. Hrybko, Head Driver  
CUPE, Local 723  
Payroll & Benefits Supervisor  
Payroll