



School District 72

Campbell River, B.C.

425 Pinecrest Road, Campbell River, B.C. V9W 3P2 • Tel: 250.830.2300 • Fax: 250.830.2329 • www.sd72.bc.ca

Human Resources • Memo

DATE: October 22, 2018

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

FROM: Director, Human Resources

SUBJECT: **POSTING NO. 18-92 - Casual Bus Drivers**
Quadra Elementary School

We are inviting applications for the position of Casual Bus Driver at Quadra Elementary School, to be employed on an **“ON-CALL AS REQUIRED”** basis to relieve bus drivers who may be absent as a result of sickness or any other reason, while school is in session, effective as soon as possible after the posting closes.

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. 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.

The applicant will be required to successfully complete a School District 72 school bus driving test as a condition of employment, and may also be required to submit a certificate of medical fitness.

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;
(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., **November 21, 2018**. Please apply by either:

Email: 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
M. Gaberel, Principal
P. Reid, Supervisor, Operations & Safety
S. Hrybko, Head Driver
CUPE, Local 723
Payroll & Benefits Supervisor
Payroll