



*"Bringing Learning to Life!"*

# 2023/2024 CUPE Posting #40

Fax # (250) 949-8792

January 25, 2024

## TO CUPE LOCAL 401

Employees are hereby advised that the following **REGULAR** position is available.

Applications should be received no later than 4:30 February 9, 2024.

## BUS DRIVER, CUSTODIAL

Pay Rate	: \$29.70 per hour Bus Driver \$27.03 per hour Custodian
Location	: <b>Bus Driver - Port Alice Route, Custodial –Port McNeill Schools</b>
Hours of Work	: 40 hours per week while school is in session – this includes : 30 hours Bus Driver, 10 hours Custodial
Start Date	: As soon as possible
Reporting To	: Mr. Darby Gildersleeve, Manager of Operations & Maintenance

## MAJOR DUTIES AND QUALIFICATIONS -See attached job description

Please mail all applications to: Secretary Treasurer, School District No.85 (Vancouver Island North)  
P.O. Box 90, Port Hardy, BC VON 2P0 or email to [mjones@sd85.bc.ca](mailto:mjones@sd85.bc.ca)  
Please include a completed CUPE application, resume, transcripts and certificates.  
[CUPE-Application-Form-fillable.pdf \(sd85.bc.ca\)](#)

cc: CUPE Payroll  
CUPE Local 401  
All Schools  
Port McNeill Maintenance  
Transportation  
School District Administration Office  
Darby Gildersleeve, Manager of Operations & Maintenance

**SCHOOL DISTRICT NO. 85  
(Vancouver Island North)**

**CLASSIFICATION DESCRIPTION**

**BUS DRIVER**

**DEPARTMENT:** Transportation

**JOB SCOPE**

Reports to Manager of Operations and Maintenance Services.  
May take direction from the Working Foreman – Transportation.  
Conveys students and operates school bus in a safe efficient manner in accordance with statutory requirements and school district policy, regulations and guidelines.

**MAJOR DUTIES AND RESPONSIBILITIES**

Becomes familiar with and conforms to school district policy and regulations on transportation of students.  
Performs pre-trip inspections, cleans bus, and installs snow chains when required.  
Conveys students on prescribed routes and schedules; maintains discipline on the bus.  
Reports equipment malfunctions to supervisor and student discipline problems to supervisor and school administrators.  
Assists in the care of sick or injured students.  
Maintains student list, driver's log sheet, field trip log sheet, and discipline forms.  
Performs other duties necessarily incidental to those assigned above.

**QUALIFICATIONS AND EXPERIENCE**

Secondary school graduation (with Dogwood Certificate or equivalent).  
Valid class 2 B.C. driver's license with an air brake endorsement.  
Good interpersonal and communication skills.  
Ability to understand and effectively carry out oral and written instructions.  
Skill in safe and efficient operation of buses with capacity of 54 passengers or more.  
Ability to establish and maintain satisfactory discipline on buses.  
Must be physically fit and pass a medical examination.  
Valid Level 1 first aid certificate or equivalent.  
Specialized training, as required, to work with specific students (e.g. CPI).  
Previous experience working with students with exceptionalities.  
Successful completion of the school district bus driver-training program.  
Ability to successfully complete comprehensive road tests administered by the school district.  
A minimum of five years of recent safe driving experience including two to three years of recent successful experience driving buses with a capacity of at least 54 passengers.

Revised Sep. 1994  
Reviewed Jun. 2001  
Revised Nov. 2004  
Revised May 2008  
Reviewed Apr. 2011  
Revised Jun. 2015  
Revised Mar. 2019

**SCHOOL DISTRICT NO. 85**  
**(Vancouver Island North)**  
**CLASSIFICATION DESCRIPTION**

**CUSTODIAN**

**DEPARTMENT: School**

**JOB SCOPE**

Reports to the principal.  
May take direction from the Manager of Operations and Maintenance Services.  
May work as part of a custodial team.  
Maintains buildings in a clean condition according to established standards and procedures.  
Responsible for security after regular school hours.  
Works without close supervision.

**MAJOR DUTIES AND RESPONSIBILITIES**

Maintains in a clean, safe and sanitary condition, those furnishings, fixtures, and structures as part of a custodial team or within an assigned area.  
Becomes thoroughly familiar with and follows established procedures for daily, monthly and annual cleaning duties.  
Responsible for the care of tools, equipment and materials used, and for leaving the worksite in a safe condition.  
Responsible for ensuring building is in a secure condition and the alarm system is in operation when leaving.  
Undertakes routine repairs using ordinary hand tools.  
Reports maintenance problems to supervisor.  
Performs other duties necessarily incidental to those assigned above.

**QUALIFICATIONS AND EXPERIENCE**

Secondary school graduation (with Dogwood Certificate or equivalent).  
Ability to maintain good working relationships with school staff, students and public.  
Ability to understand and effectively carry out oral and written instructions.  
Ability to arrange an effective work schedule under a minimum of direct supervision.  
Working knowledge of materials, equipment and chemicals used in janitorial work.  
Ability to use cleaning equipment and chemicals safely and skillfully.  
Good health and sufficient strength and stamina to perform a variety of routine manual tasks in care, cleaning and minor maintenance of buildings.  
Valid WHMIS Certificate.  
One to two years of recent institutional custodial experience.  
A Building Service Worker certificate may qualify for one year of experience.

Revised Feb. 1994  
Reviewed Jun. 2000  
Reviewed Apr. 2007  
Revised Jun. 2010  
Revised Jun. 2015  
Revised Mar. 2019