



Human Resources • Memo

Date: July 22, 2021

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

From: Director, Human Resources

Subject: **POSTING NO. 21-65 – 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, while school is in session, effective as early as possible after the posting and recruitment process. Preference will be given to applicants with demonstrated skills and experience and who reside on Quadra.

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 graduation preferred.

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 related duties.

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Applicants 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.

Applications with the following documentation will be considered:

1. Resume
2. Covering letter indicating why you are seeking this position;
3. Three professional references;
4. A copy of a valid BC Drivers' License, Class 2, with airbrake endorsement;
5. A current Driver's Abstract.

The rate of pay for this position is \$28.36 per hour, in accordance with the current Collective Agreement with the Canadian Union of Public Employees, Local 723.

Applications for this posting will be accepted until the position is filled. Please apply:

Online at Make a Future:

www.makeafuture.ca/campbell-river

In the event of challenges with the Make a Future website, candidates may contact Make a Future directly for assistance at **1-877-900-5627** or, **1-866-806-6851**.

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
L. Vining, Principal
S. Hrybko, Head Driver
CUPE, Local 723
Payroll & Benefits Supervisor
Payroll

