



**SCHOOL DISTRICT 78**  
**FRASER-CASCADE**  
*EVERYONE PULLING TOGETHER*

**INTERNAL POSTING No. 24-005**

## **UNION VACANCY NOTICE**

June 8, 2023

Date of Distribution

Applications are invited for the following position as detailed below:

EFFECTIVE DATE: **September 5, 2023**

DESCRIPTION: **Bus Driver**  
**Four and one-half (4.5) hours per day**  
**Four (4) days per week**

LOCATION: **Boston Bar**

HOURLY RATE: **\$ 27.64**

DEADLINE DATE: **June 14, 2023 at 2:00 p.m.**  
**(Applications will not be considered after 2:00 p.m.)**

Major Duties/Qualifications: Classification Description at each location

Please direct all applications to: Human Resources  
School District No. 78 (Fraser-Cascade)  
650 Kawkawa Lake Road  
Hope, B.C. VOX 1L4  
Fax (604-869-7400)  
Phone (604-869-2411)  
Email [laurie.bjorge@sd78.bc.ca](mailto:laurie.bjorge@sd78.bc.ca)

**PLEASE POST ON SCHOOL BULLETIN BOARD**

**INTERNAL APPLICANTS ARE GIVEN FIRST CONSIDERATION**

All applicants not currently employed by this School District must sign a release to permit a criminal record review prior to confirmation of hiring

## **SCHOOL DISTRICT #78 (FRASER-CASCADE)**

### **JOB DESCRIPTION**

#### **BUS DRIVER**

**Location:** Transportation

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**Summary:**

Under the direction and supervision of the Transportation Supervisor, operates a school bus and supervises passengers.

**Duties and Responsibilities:**

- Transports passengers.
- Performs pre-trip and post-trip safety inspections, fuels busses, and maintains record of same in accordance with government regulations.
- Identifies and reports relevant information, such as mechanical problems, road hazards, bus overloads, and accidents.
- Supervises and monitors the conduct and behaviour of passengers; reports any misconduct in accordance with school board policy.
- Operates "Silent Witness" equipment and reviews video tape when required.
- Instructs passengers in the use of safety and emergency procedures.
- Reports traffic violations to R.C.M.P.
- Ensures bus is secure at the end of each shift.
- Washes exterior of bus, cleans and disinfects interior of bus.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- Performs other bus driver or emergent duties which are within the scope of knowledge, skills and abilities required by this position.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Operates school bus and uses equipment such as radio, tire chains, hand tools, video camera, power washer and other cleaning equipment.

**Required Qualifications and Experience:**

- High School diploma or equivalent.
- Some related driving experience.
- A valid B.C. Class 2 driver's licence with air endorsement.
- A valid Occupational First Aid Level 1 course.
- Up-to-date knowledge of traffic and safety regulations.
- Ability to work with constant interruptions.

**N.B.** This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of duties to be performed. Duties not listed should not affect the evaluation.