

Job Posting: Posting Detail

**Posting:** C2526/061      **Description:** Bus Driver – ON-CALL  
**Start Date:** ASAP      **End Date:**  
**Posting Date:** Dec 19, 2025      **Closing Date:** Mar 4, 2026 – 4:00pm

Location	Position	Assignment Type	Hours
Transportation	Bus Driver	Temporary	up to 30

**Current Shift:** This is an ON-CALL position working on an as-needed basis up to 30 hours per week, Monday to Friday when school is in session, 10 months per year while school is in session. THERE ARE NO GUARANTEED HOURS.

**Pay Rate:** \$27.18

**JOB DESCRIPTION**

**CLASSIFICATION**

Facilities

**POSITION**

Bus Driver

**SUMMARY**

Under limited direction of the Transportation Manager operates a school bus to transport students in accordance with District Bus Drivers' Manual, NSC Safety Manual and School District Policy.

**DUTIES**

- Transports students to and from school in accordance with routes and schedules
- Directs, monitors and disciplines students and ensures compliance with safe loading, riding and unloading procedures
- Consults with parents, teachers and school administration regarding student behaviour and discipline
- Monitors and uses two-way radio
- Conducts pre-trip and post-trip inspections in accordance with B.C. Motor Vehicle Act, National Safety Code and CVSE guidelines
- Transports students on local, out-of-town and overnight field trips as requested by the School Board
- Regularly fuels vehicle using diesel
- Reports defects to vehicle maintenance personnel, assists in assessing maintenance problems and performs minor running maintenance and emergency repairs when required
- Ensures the safe loading, riding and unloading of students with special needs and students prone to violent behaviour
- Consults with the Transportation Manager regarding bus routes, passengers, discipline problems and traffic violation reports
- Cleans and disinfects interior and exterior of school bus
- Instructs students in Kindergarten-Grade 2 Bus Safety Program
- Provides orientation to temporary bus drivers
- Provides emergency first aid
- Secures bus and activates Physical Plant security system and access gates

\* Performs other assigned duties that are within the area of knowledge and skills required by the job description.

**QUALIFICATIONS**

- Grade 10
- Minimum two years professional driving experience
- Valid B.C. Class 2 Driver's License with Air Brake Endorsement
- Level One First Aid and CPR Certificate
- Successful completion of District Bus Driver Examination
- Working knowledge of Federal and Provincial Transportation Regulations

\* Or an equivalent combination of training and experience.

**DESIRABLE SKILLS**

- Knowledge of motor mechanics
- Non-Violent Crisis Intervention training

**DATE**

November 2020