SAANICH SCHOOLS
SCHOOL DISTRICT 63 (SAANICH)
2125 Keating Cross Road, Saanichton, BC Canada V8M 2A5
Phone: (250) 652-7300 Fax: (250) 652-6421 saanichschools.ca

Job Posting: Posting Detail

Posting: C2627/149 **Description:** Bus Driver
Start Date: Nov 16, 2026 **End Date:**
Posting Date: Nov 5, 2026 **Closing Date:** Nov 11, 2026 – 4:00pm

Location	Position	Assignment Type	Hours
Transportation	Bus Driver	Continuing	20

Current Shift: Shifts may vary in hours between 7:15am and 4:30pm and are most often worked in a split shift. Schedule and hours are subject to change. Minimum 4-hours per day.

Monday to Friday, 10 months per year when school is in session

Additional work may be available for field trips

Likely hours for the 2026-2027 school year: 27 hours per week

Pay Rate: $30.33, plus a split shift premium when applicable

Additional minutes per day will be included in the shift schedule, which staff are expected to work daily in lieu of the spring break closure week. This allows employees in continuing and temporary assignments to be paid their regular pay during the spring closure week as per Letter of Understanding - Spring Closure Week.

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