



ST. JOHN'S ACADEMY

SHAWNIGAN LAKE

2371 Shawnigan Lake Road, V0R 2W5, Shawnigan Lake, BC
250-220-4888, info@stjohnsacademy.ca

At St. John's Academy Shawnigan Lake, every employee is an active learner committed to personal improvement through meaningful collaboration with professional learning communities. Explicitly for the purpose of supporting holistic student development as described in SJA's mission and values.

St. John's Academy Shawnigan Lake, a secular school located on acres of pristine forest by the lake and at the base of Mount Baldy, provides an innovative approach to education for day students and boarding students. This ideal location provides opportunities for outdoor learning and activities that complement both the Academic and Boarding programs. As well, social-emotional learning is part of our Positive Discipline approach to teaching self-awareness, resiliency, and responsibility.

We are authorized for the IB's Middle Years Program (MYP) and have embraced the IB's teaching philosophy and mission.

POSITION DESCRIPTION

Title: Weekend School Bus Driver – Part-time

Reports to: Facilities Manager

Start date: September 2022

Wage: Remuneration based on experience

Summary: We are seeking an experienced professional driver with a Class 2 minimum licence to join our school. We are seeking a keenly motivated person that loves to be with learners and provide safe transportation.

DAILY RESPONSIBILITIES

This is a part-time weekend position with the bus driver being available for transportation of boarding students for weekend activities. Additional occasional driving may also be needed during the school day or during evenings.

QUALIFICATIONS:

- At least 1 year of transportation experience
- Class 2 driver's license
- Able to physically manage the requirements of the position
- Able and willing to function in a changing work environment
- Provide cooperative team support to accomplish needs and tasks
- Fluency in oral and written English

- Neat, well-groomed appearance
- Current Criminal Record Check to be completed upon hiring
- Driver's Abstract is required to work at the school.

DUTIES:

- A thorough and detailed pre-trip inspection of vehicle
- A thorough post-trip inspection of the vehicle including fueling of bus
- Working with the coordinators to assure the best possible driving service for our students
- Driving students for morning, afternoon and occasional evening routes
- Driving students and staff as instructed for trips
- Communicating any concerns that arise during a shift.
- Attend in service training and orientation sessions when appropriate
- Promote good public relations within and outside the facility
- Ensure, at all times, that confidential information is held in strictest confidence, in accordance with Federal and Provincial Privacy legislation
- Perform any other related duties which may be required.

Benefits:

- Extended health care
- Vision care
- Dental care
- Life insurance

HOW TO APPLY**Applicants are to provide:**

- One-page maximum cover letter
- CV / resume
- Three (3) references
- Verification of qualifications (Class 2 license)

Send application package to careers@stjohnsacademy.ca

Job posted: June 22, 2022

Closing date: Open until position is filled

Applicants are encouraged to apply early, as the school reserves the right to appoint before the closing date. We thank all applicants for their time and will only contact selected candidates.