



# St. John's Academy

## *Shawnigan Lake Campus*

Part-Time Bus Driver Job Post

10.25.2024

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### **JOB DESCRIPTION**

We are currently seeking an experienced, professional driver with a Class 2 minimum BC Drivers License to join our team. The successful candidate will be a keenly motivated person with a positive attitude towards working as a team to provide safe transportation for our students. This is a weekday position (weekend availability required) with the bus driver being available for transportation of students for morning and after school runs. Additional occasional driving may also be needed during the school day or during evenings/weekends.

Located in southern Vancouver Island, our 29-acre boarding school campus is surrounded by fresh air and natural beauty. St. John's Academy Shawnigan Lake, situated on a pristine location between the shores of Shawnigan Lake and the base of Mt. Baldy, provides an innovative approach to learning for both day and boarding students.

### **POSITION DESCRIPTION**

**Reports to:** Facilities Manager

**Remuneration:** \$25.00/hour (dependent on experience) extended benefits package

### **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 include, but are not limited to:**

- 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/weekend 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 that confidential information is held in strictest confidence, in accordance with Federal and Provincial Privacy legislation.

**Applicants will need to provide:**

- One page maximum cover letter
- CV / resume
- Two (2) references
- Verification of qualifications
- Submit application package to [careers@stjohnsacademy.ca](mailto:careers@stjohnsacademy.ca), or drop off in person, attention to Chris Jenkins.

**Application deadline:** November 30<sup>th</sup>, 2024. \*We reserve the right to close early if we find the right candidate.

**Expected start date:** As soon as possible

**Job Type:** Part-time, Permanent

*At St. John's Academy Shawnigan Lake, we're passionate about creating an inclusive workplace that promotes and values diversity. Creating an environment where everyone, from any background, can do their best work is something we take pride in.*