



# St. John's Academy

## *Shawnigan Lake Campus*

### **NOW HIRING - BUS DRIVER**

We are currently seeking an experienced, professional driver with a Class 2 minimum license to join our school. The successful candidate will be a keenly motivated person with a positive attitude towards providing safe transportation for our students.

### **DAILY RESPONSIBILITIES**

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.

### **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/weekend routes
- Driving students and staff as instructed for trips



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- 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.

**Compensation:** \$25.00/hour

**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)

Please send your application package by email to [careers@stjohnsacademy.ca](mailto:careers@stjohnsacademy.ca) or drop off in person, attention to Chris Jenkins.

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.

We thank all applicants for their time and will only contact selected candidates.