



PLEASE POST
Temporary POSITION AVAILABLE
BUS DRIVER/CUSTODIAN
REVISED

Comments	Date Position to be Filled	Position	Rate of Pay/Hour	Date of Posting
Incumbent in another temporary position	As soon as possible to 29 June 2010 or return of incumbent whichever is sooner	Bus Driver	\$ 24.45	24 February 2010
		Custodian 1	\$ 21.87	
Posting Number	Location	Hours of Work		Specific Information
10.002R	Walhachin Bus Run/ School Board Office	Bus Driver (25.75 hours per week) 5.25 hours/day- 3 days per week (Monday, Tuesday, Wednesday) 5.0 hours/day - 2 days per week (Thursday, Friday) 2 hour/day (10 hours/week) Custodian		10 month position

*Custodians will not be required to work when schools are closed (i.e. Christmas and Spring Break).

DESCRIPTION OF POSITION:

The **Bus Driver**, under the supervision of the Operations Manager and Transportation Lead Hand will be required to drive a school bus in a safe and efficient manner. The successful applicant is expected to:

- transport students to and from school and on all other trips as assigned
- supervise students on the bus to maintain a safe environment on regular, scheduled runs
- undertake pre- and post-trip inspections
- sweep and clean interior of bus daily and wash exterior as required to maintain safe and clean condition of vehicle
- make minor repairs as required and report any items requiring repairs to the Transportation Lead Hand
- maintain student discipline
- undertake bus washing and needed lubrication.

The **Custodian**, under the direction of the Operations Manager or the Operations Lead Hand, cleans required areas to ensure that the facility is maintained with regard to safety, sanitation and security. The successful applicant is expected to:

- perform general custodial duties
- perform minor maintenance work
- maintain inventory of custodial supplies
- organize major clean-ups
- communicate effectively and work co-operatively with others

REQUIREMENTS OF POSITION:

- Possession of valid Class 2 Driver's License with air endorsement
- 2 years of driving experience with Class 2 and air
- A clear Driver's Abstract
- Must have mechanical knowledge of vehicles
- Must be able to communicate and relate well with students
- Previous similar work experience desirable
- Knowledge of cleaning materials, methods and supplies
- Must have WHMIS training

APPLICATIONS: In writing, with details of previous related experience, qualifications and abilities including photocopies of Driver's Licence, Air Ticket and Driver's Abstract before **4:00 p.m on 03 March 2010.**

LYNDA MINNABARRIET, Secretary-Treasurer

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