



**ST. MARGARET'S  
SCHOOL**

# **Bus Driver**

*Auxiliary, On-call*  
**Posting # 1819070**

**External / Internal Posting**

**Today's Date February 5, 2019 | Closing Date February 19, 2019 | Effective Date ASAP**

## **Hours**

A variety of shifts as needed  
Early Mornings, Afternoon, Evenings, Split shifts,  
and occasional Weekends

## **Salary**

\$18.50 - \$20.45 per hour  
*depending on years of service at SMS*

*This is a bargaining unit position in the Professional Employees Association*

## **Summary**

St. Margaret's School is looking for an energetic and motivated Bus Driver to cover a variety of shifts to provide transportation to our students. The Bus Driver is responsible for safe transportation of St. Margaret's school students and community members while providing superior service and maintaining order and security on the bus as well as obeying all laws, regulations and rules of conduct. The Bus Driver works with members of the St. Margaret's community to coordinate the safe pickup and transportation of students in a courteous and respectful manner.

## **Job Duties include**

- Drive safely and responsibly while being prepared for all driving conditions
- Respect fellow staff, customers and equipment
- Promote and maintain a strong culture of safety
- Perform daily safety and maintenance checks including ensuring the bus is clean
- Complete pre and post trip inspections on every trip, reporting any requirements for maintenance or repair immediately to Transportation Coordinator
- Other duties as assigned

## **Requirements and Qualifications include**

- Flexible schedule and willingness to work various hours/days, including split shifts
- Valid Class 4 or Class 2 Drivers License
- Verifiable safe driving experience
- Submission of a current driver record (Driver Abstract from ICBC)
- If you have lived in another province or jurisdiction within the past 5 years, please include your driver's abstract from all applicable insurance providers
- Good communication skills (both verbal and written) to be able to interact with fellow drivers and members of the SMS community
- Successfully pass a Criminal Record Check for the purpose of working with children, as required by the Ministry of Public Safety and Solicitor General
- Demonstrated knowledge of traffic and highway safety rules and regulations

- Demonstrated customer service skills including conflict resolution, problem solving and sound decision-making
- Good knowledge of the Greater Victoria area is an asset
- Actively support the vision, mission and values of our School

If you have questions about this position, please contact our Transportation Coordinator at 250 888 8640.

Interested candidates are invited to submit an application package, which includes a covering letter, curriculum vitae, driver's abstract, and professional references (in Word or pdf format), quoting the **Posting # 1819070**, by **February 19, 2019** to:

Human Resources  
St. Margaret's School  
1080 Lucas Avenue Victoria, BC V8X 3P7  
Email: [careers@stmarg.ca](mailto:careers@stmarg.ca)