



2025/2026 *CUPE* *Posting #5*

Fax # (250) 949-8792

"Bringing Learning to Life!"

September 4, 2025

TO CUPE LOCAL 401

Employees are hereby advised that the following **REGULAR** position is available.

Posted until filled.

BUS DRIVER

Pay Rate	: \$30.59 per hour
Location	: South Zone – Alert Bay School Bus Run
Hours of Work	: 20 hours per week, while school is in session
Start Date	: ASAP
Reporting To	: Mr. Darby Gildersleeve, Manager of Operations & Maintenance

MAJOR DUTIES AND QUALIFICATIONS - See attached job description

Please mail all applications to: Secretary Treasurer, School District No.85 (Vancouver Island North)

P.O. Box 90, Port Hardy, BC VON 2P0 or email to mjones@sd85.bc.ca

Please include a completed CUPE application, resume, transcripts and certificates.

[CUPE-Application-Form-fillable.pdf \(sd85.bc.ca\)](#)

cc: CUPE Payroll
CUPE Local 401
All Schools
Port McNeill Maintenance
Transportation
School District Administration Office
Darby Gildersleeve, Manager of Operations & Maintenance

**SCHOOL DISTRICT NO. 85
(Vancouver Island North)**

CLASSIFICATION DESCRIPTION

BUS DRIVER

DEPARTMENT: Transportation

JOB SCOPE

Reports to Manager of Operations and Maintenance Services.
May take direction from the Working Foreman – Transportation.
Conveys students and operates school bus in a safe efficient manner in accordance with statutory requirements and school district policy, regulations and guidelines.

MAJOR DUTIES AND RESPONSIBILITIES

Becomes familiar with and conforms to school district policy and regulations on transportation of students.
Performs pre-trip inspections, cleans bus, and installs snow chains when required.
Conveys students on prescribed routes and schedules; maintains discipline on the bus.
Reports equipment malfunctions to supervisor and student discipline problems to supervisor and school administrators.
Assists in the care of sick or injured students.
Maintains student list, driver's log sheet, field trip log sheet, and discipline forms.
Performs other duties necessarily incidental to those assigned above.

QUALIFICATIONS AND EXPERIENCE

Secondary school graduation (with Dogwood Certificate or equivalent).
Valid class 2 B.C. driver's license with an air brake endorsement.
Good interpersonal and communication skills.
Ability to understand and effectively carry out oral and written instructions.
Skill in safe and efficient operation of buses with capacity of 54 passengers or more.
Ability to establish and maintain satisfactory discipline on buses.
Must be physically fit and pass a medical examination.
Valid Level 1 first aid certificate or equivalent.
Specialized training, as required, to work with specific students (e.g. CPI).
Previous experience working with students with exceptionalities.
Successful completion of the school district bus driver-training program.
Ability to successfully complete comprehensive road tests administered by the school district.
A minimum of five years of recent safe driving experience including two to three years of recent successful experience driving buses with a capacity of at least 54 passengers.

Revised Sep. 1994
Reviewed Jun. 2001
Revised Nov. 2004
Revised May 2008
Reviewed Apr. 2011
Revised Jun. 2015
Revised Mar. 2019