

SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION

TITLE:	Bus Driver
SECTION:	Transportation
REPORTS TO:	Director of Operations
DATE:	December 2025

SUMMARY

Reporting to the Director of Operations, the Bus Driver performs a variety of bus driver and related duties under the general direction of the Working Foreman.

DUTIES

1. Drives school bus in accordance with instructions and approved schedule.
2. Performs pre and post trip inspections in the prescribed fashion. Attend to problems uncovered by the pre-trip inspections such as fluid levels, tire pressure, replacement of lights and bulbs, etc.
3. Maintains daily log of bus inspection and other records on a regular scheduled basis.
4. Must maintain firm, fair and where possible friendly relations with student clients.
5. May be required to perform other duties as assigned to ensure the employee is fully utilized.

QUALIFICATIONS

1. Class 2 Drivers license with air endorsement.
2. Physical ability to perform the required duties.
3. Ability to understand and carry out verbal and written instructions.
4. Have considerable recent driving experience in large vehicles with standard transmissions. Experience may be gained by driving in the District's Spare Driving Pool under supervised conditions.
5. Successfully completed a recognized course in Defensive Driving and Hazard Avoidance Training.
6. Maintain a Motor Vehicle driving record consistent with the responsibilities of a bus driver.
7. Ability to maintain excellent interpersonal communications with students. Drivers must be able to maintain well above average safety standards while maintaining discipline of up to 84 students.
8.
 - a) Have general knowledge of the mechanical workings of a vehicle and the ability to carry out a standard pre and post trip inspection.
 - b) Ability to carry out basic preventive maintenance such as maintaining water and oil levels.
 - c) Have the knowledge and ability to install a set of tire chains under field conditions.
9. Level 1 First Aid and CPR.
10. WHMIS Training: Must have Workplace Hazardous Materials Information System (WHMIS) training. This training will be provided by the employer upon hiring.

SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION

TITLE:	Bus Driver/Custodian
SECTION:	Transportation
REPORTS TO:	Director of Operations
DATE:	July 2021

SUMMARY

Reporting to the Director of Operations, the Bus Driver/Custodian performs a variety of bus driver, custodial and related duties under the general direction of the Working Foreman.

DUTIES

1. Perform all duties of a Custodian.
2. Drives school bus in accordance with instructions and approved schedule.
3. Performs pre and post trip inspections in the prescribed fashion. Attend to problems uncovered by the pre-trip inspections such as fluid levels, tire pressure, replacement of lights and bulbs, etc.
4. Maintains daily log of bus inspection and other records on a regular scheduled basis.
5. Must maintain firm, fair and where possible friendly relations with student clients.
6. May be required to perform other duties as assigned to ensure the employee is fully utilized.

QUALIFICATIONS

1. Class 2 Drivers license with air endorsement.
2. Physical ability to perform the required duties.
3. Ability to understand and carry out verbal and written instructions.
4. Have considerable recent driving experience in large vehicles with standard transmissions. Experience may be gained by driving in the District's Spare Driving Pool under supervised conditions.
5. Successfully completed a recognized course in Defensive Driving and Hazard Avoidance Training.
6. Maintain a Motor Vehicle driving record consistent with the responsibilities of a bus driver.
7. Ability to maintain excellent interpersonal communications with students. Drivers must be able to maintain well above average safety standards while maintaining discipline of up to 84 students.
8.
 - a) Have general knowledge of the mechanical workings of a vehicle and the ability to carry out a standard pre and post trip inspection.
 - b) Ability to carry out basic preventive maintenance such as maintaining water and oil levels.
 - c) Have the knowledge and ability to install a set of tire chains under field conditions.

9. A Building Service Worker Certificate or equivalent that includes knowledge of chemicals and cleaning compounds used in commercial cleaning applications and their appropriate use and safety features.
10. One year (including Whmis training) of recent custodial experience.
11. Level 1 First Aid and CPR.

SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION

TITLE:	Mechanic
SECTION:	Transportation
REPORTS TO:	Director of Operations
DATE:	December 2025

SUMMARY

Reporting to the Director of Operations through the Working Foreman Transportation, the Mechanic performs a variety of mechanics duties on School District 70 Transportation and other equipment.

DUTIES

1. The mechanic, as an authorized inspector, under the guidelines of the Provincial Motor Vehicle Department preventive maintenance program, is responsible for approved maintenance of all School District 70 vehicles within the program.
2. As a journeyman mechanic is the resource person for the Transportation Department driver mechanics working on all School District 70 equipment.
3. Maintains a log of all School District 70 mobile equipment to ensure the proper scheduled maintenance of this equipment.
4. Operates a school bus as required.
5. Performs mechanical duties on all School District 70 vehicles and other related vehicles as required.
6. Maintains contact with District, i.e. instructors and performs maintenance function on I.E. equipment as required.

QUALIFICATIONS

1. BC Heavy Duty Mechanic Trades Qualification.
2. Class 2 Drivers licence with air endorsement.
3. Physical ability to perform the required duties.
4. Certified as a mechanic under the authority of the Motor Vehicle Branch Preventative Maintenance program.
5. Level 1 First Aid and CPR.
6. WHMIS Training: Must have Workplace Hazardous Materials Information System (WHMIS) training. This training will be provided by the employer upon hiring.

SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION

TITLE:	Mechanic-Driver
SECTION:	Transportation
REPORTS TO:	Director of Operations
DATE:	December 2025

SUMMARY

Accountable to the Director of Operations through the Working Foreman - Transportation, the Mechanic-Driver performs a variety of mechanical duties on School District 70 transportation / equipment and operates a school bus, on a regular route under the general direction of the Director of Operations.

DUTIES

1. The Mechanic-Driver, as an authorized inspector under the guidelines of the Provincial Motor Vehicle Department preventive maintenance program, is responsible for approved maintenance of all School District 70 vehicles within the program.
2. As a journeyman mechanic, is a resource person for the Transportation Department driver mechanics working on all School District 70 equipment.
3. Maintains a log of all School District 70 mobile equipment to ensure the proper scheduled maintenance of this equipment.
4. May be assigned other duties commensurate with skills to ensure the employee is fully utilized.
5. Performs mechanical duties on all School District 70 vehicles and other related vehicles as required.
6. May be required to perform maintenance on industrial education equipment as required.
7. Drives school bus in accordance with instructions and approved schedule.
8. Performs pre and post trip inspections in the prescribed fashion. Attend to problems uncovered by the pre-trip inspections such as fluid levels, tire pressure, replacement of lights and bulbs, etc.
9. Must maintain firm, fair and where possible friendly relations with student clients.

QUALIFICATIONS

1. BC Heavy Duty Mechanic Certificate.
2. Class 2 drivers license with air endorsement.
3. Physical ability to perform the required duties.
4. Certified as a mechanic under the authority of the Motor Vehicle Branch Preventative Maintenance Program.
5. Must have considerable recent driving experience in large vehicles with standard transmissions.

6. Must have successfully completed a recognized course in Defensive Driving and Hazard Avoidance Training.
7. Must maintain a Motor Vehicle driving record consistent with the responsibilities of a bus driver.
8. Must be able to maintain excellent interpersonal communications with students. Must be able to maintain well above average safety driving standard while maintaining discipline of up to 84 students.
9. Level 1 First Aid and CPR.
10. WHMIS Training: Must have Workplace Hazardous Materials Information System (WHMIS) training. This training will be provided by the employer upon hiring.

SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION

TITLE: Team Lead - Transportation
SECTION: Transportation, Assigned to Bus Garage
REPORTS TO: Director of Operations
DATE: July 2022

SUMMARY

Reporting to the Director of Operations performs duties related to the transportation of students and staff of School District 70 as well as the maintenance and scheduling of all School District 70 vehicles.

DUTIES

1. Schedule and direct the Transportation personnel to ensure the personnel work within established work practices.
2. Schedule and direct transportation personnel in their regular routes as well as all extra curricular travel to ensure a safe and functional schedule.
3. In conjunction with the Director of Operations select and purchase all materials, supplies and equipment needed by the Transportation Department in School District 70.
4. Recommend to the Director of Operations the selection of materials and supplies to be used. Initiate and approve requisitions for the purchase of supplies and material up to \$1,000.
5. Responsible for the training of employees in all aspects of the transportation function including safety procedures and practices where qualified.
6. Schedule the maintenance of all School District 70 transport vehicles to ensure their effective and safe operation.
7. Check and approve bi-weekly time sheets.
8. Assist in the scheduling of annual vacations and days off for the transportation crew -to ensure an orderly operation.
9. Ensure that all invoices for the purchase of materials are correct.
10. Maintain inventory of supplies and equipment.
11. Assist the Director of Operations with performance evaluations for probationary and trial employees.
12. Complete routine performance evaluations with assigned employees to the mutual satisfaction of both parties. Sign the report and submit it to the Director of Operations.
13. Where qualified perform all duties of employees in the Transportation Department.
14. Ensure an up to date list of expired transportation requisitions from school so an accurate tally of individual school funds is available.
15. Perform other related tasks as may be required.

QUALIFICATIONS

1. Possess the minimum qualification of a School District 70 Transportation Department driver.
2. Ability to understand and carry out verbal and written orders.
3. Good written and oral communication skills.
4. Familiar with administrative computer software programs.
5. Physical ability to perform the required duties.
6. Level 1 First Aid and CPR.