



Job Posting

Position: School Bus Driver
Department: N’Kwala School
Term: Casual – Relief
Start date: March 2025 (or until position is filled)
Wage: Commensurate with experience, as per salary range for Class 4 level employee in UNB Personnel Policy
Reports to: N’Kwala School Principal

Role: The Bus Driver is responsible for the safe conveyance of students to and from school (including field trips) and for ensuring safe mechanical condition and cleanliness of the bus. This position may also be responsible for tasks associated with N’Kwala School which could include performing unskilled and semi-skilled work pertaining to a variety of general maintenance tasks.

Key Responsibilities:

- Drive the school bus in a safe and legal manner; ensure that the bus is mechanically sound before each run and undertake minor repairs. Driver must maintain discipline on the bus, taking appropriate action as per School policy and procedure if necessary. Ensure all passengers know and follow the School Rules.
- Arrange for the bus to be serviced and licensed and for its mandatory inspection as required by the provincial Motor Vehicle Act Regulations (MVAR).
- Complete all mileage and other records as determined by the Principal or as defined in the Commercial Vehicle Safety Enforcement regulations.
- Clean the bus after each run to ensure no belongings are left and communicate with N’Kwala staff regarding student pick-up and drop-offs as well maintain discipline on the bus by taking appropriate action as per school policy and procedures and ensure all passengers know and follow the policy.
- Undertake scheduled safety test procedures, including bus evacuation drills, as required by the N’Kwala School Policies, Procedures and Guidelines.

Qualifications/Experience:

- A minimum of Grade 10 education
- Six (6) months to one year commercial driving experience, or equivalent combination of training and experience is required.

Knowledge/skills/abilities

- Valid Class 1 or 2 Driver’s License and Clean Driver’s Abstract and access to reliable transportation;
- Familiarity with Safety Inspections;
- Must be physically fit and able to handle working in outdoor conditions;
- Knowledge of Upper Nicola Syilx culture, language and history is an asset

Send cover letter and resume with 3 references by via hand delivery, mail or email to:

N’Kwala School Principal

General Delivery
Douglas Lake, BC, V0E 1S0
Upper Nicola Band
Tel: 250-350-3342

nk.principal@uppernicola.com

Upper Nicola Band thanks all applicants. However, only those short-listed for an interview will be contacted.