



Position Title: Bus Driver - Casual / On Call
Department: Transportation
Immediate Supervisor: Manager of Transportation

Nature and Scope

The Bus Driver, under the direction of the Manager of Transportation, will primarily be responsible for transporting students and adults from Brentwood to a variety of locations and venues, including: Sport Events, School Excursions, Airports, Ferry Terminals in an efficient and safe manner. The Bus Driver will be responsible for following established routes, schedules and protocols so that passengers are picked up from/ arrive at their destination on-time. The Bus Drivers' prime consideration is the safety of the students while transporting, loading and unloading passengers, and ensuring that all policies and procedures are followed while operating the vehicle.

Major Responsibilities

- Safely transport students to and from various venues: e.g. Sport Events, School Excursions, Airports, Ferry Terminals and the School, following an assigned time schedule or on a referred basis;
- Transport students on special trips; e.g. to medical appointments, as required;
- Assist students with boarding and exiting, loading and unloading of belongings and equipment, and in safely navigating the bus' surroundings while in traffic areas;
- Adhere to and apply Brentwood policies and procedures;
- Comply with statutory regulations to operate vehicles in a safe and courteous manner;
- Resolve any conflicts in a positive, respectful and proactive manner;
- Complete vehicle inspections prior to departing for any trip;
- Complete vehicle cleanliness inspections post trip, removing any garbage. Place found items in lost and found bin or remove to designated location;
- Adhere to Brentwood College School policies and procedures and all government regulations at all times;
- Read and interpret maps and directions;
- Complete vehicle cleanliness inspections post trip, removing any garbage. Place found items in lost and found bin or remove to designated location;
- Report any bus malfunctions or needed repairs to the Manager of Transportation;
- Complete all necessary paperwork as required, such as but not limited to, trip and mileage logs;
- Other duties as assigned.

Qualifications/Experience

- Possess a Valid Class II Driver's License;
- Minimum 2 years' safe driving experience;
- Clean driver's abstract;
- First Aid certificate is considered an asset.



Knowledge/Skills

- Excellent driving skills and habits;
- Ability to remain attentive when faced with distractions;
- Ability to read and interpret maps;
- Ability to complete and maintain a log book;
- Enjoys working with and being around young people;
- Ability to deal with passenger misconduct situations effectively;
- Problem solving ability to navigate through detours and unanticipated events.

Working Conditions

- Work normally requires handling multiple demands and repetitive tasks amid distractions and interruptions;
- Work normally requires a high level of mental effort, concentration and special awareness while operating the vehicle; as well as a high degree of visual effort to monitor road conditions, vehicle traffic and surroundings.
- Sitting for extended period of time;
- May be required to bend, twist, reach and lift up to 50 lbs;
- Interacts with public at large and particularly High school Students;
- Criminal Record Check clearance upon hire and ongoing;
- Manual dexterity required to operate a large motor vehicle;
- Exposure to all weather conditions;
- No guarantee of hours;
- Schedule Availability should include weekdays and weekend with potential for shifts to start anytime 24/7;
- Must be legally entitled to work in Canada.

Qualified applicants should forward their applications, including cover letter and résumé, to the attention of Human Resources. Position will remain open until filled.

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