SUMMARY
Under direction hires, trains and supervises district bus drivers. Responsible for the safety, maintenance and operation of bus fleet and ancillary equipment.

DUTIES
• Repairs and maintains district school buses, vehicles, and ancillary equipment in accordance with the Motor Vehicle Standards Act
• Hires, trains and supervises the work of district bus drivers
• Receives, prepares, compiles and maintains service and safety records to industry standards
• Liaises with parents, school and other district staff, RCMP, and Highways Department
• Researches, orders, receives and ships, and inventories equipment and replacement parts including tendering of new school buses
• Inspects school buses, and other district vehicles, including propane fuel systems and air brake systems
• Operates Vehicle Diagnostic and other computer systems
• Monitors and operates fleet radio systems
• Operates welding equipment and vehicle lifts to WBC Standards
• Performs work in a physically demanding environment
• Operates school bus when required
• Provides supervision for "lost" students as required
• Assesses road conditions and communicates information as required
• Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description

QUALIFICATIONS
• Grade 12
• B.C. or Interprovincial Trade Ticket in Auto Mechanics/Heavy Duty Auto Mechanics
• Valid B.C. Class 2 drivers licence with Air Brake Endorsement
• Certification as a Vehicle Inspector
• Three years experience as journeyman mechanic
• Gas Safety Branch licence
• Working knowledge of safe loading/lifting techniques
• Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team

RELATIONSHIPS
Responsible to Secretary Treasurer

APPROVED:

On behalf of: On behalf of:
School District #64 (Gulf Islands) CUPE Local 788

Original signed by: Original signed by:
Rod Scotvold, Secretary Treasurer Andrew McNish, President

January 12, 2012 January 12, 2012

Classification: Operations VI

JJEC approved date: November 10, 2011