

Class 4 Driver

What's in it for you?

Wage: \$22.00 - \$25.00 per hour, based on experience

Hours: Part-Time, Hours roughly 7:30-9:00am and 1:00-3:30pm Monday - Friday

*More hours available on Pro-D days, winter break, summer break, and for daycare out trips

Location: Nanaimo, BC

About us!

BGC of Central Vancouver Island (BGCCVI) is a registered non-profit and charitable organization serving over 1000 children, youth, and families in Central Vancouver Island area through enriching programs in 14 locations. This position will provide a challenging and satisfying career opportunity for those seeking to make a positive contribution to the future of children and youth.

This position requires a comprehensive knowledge of transporting passengers in commercially inspected vehicles. Bus drivers transport children and staff between school and club programs. Some drive regular routes, and others transport passengers on field trips. They drive various vehicles, including 15 passenger vans and 24 passenger buses.

Duties and responsibilities

- Pick up and drop off children at designated locations
- Follow a planned route according to a time schedule
- Ensure the safety of children in loading and unloading, use safety restraints where applicable, lifts and related equipment
- Operates all BGCCVI vehicles as per the B.C. Motor Vehicle Act and National Safety Code regulations to transport student
- Keep the supervisor and other staff informed of possible delays
- If needed, support BGCCVI program staff to administer first aid and medication in accordance with Club policy and procedures and licensing regulations
- Ensures that all required documentation is accurate and complete (daily attendance, Club log book, communication book, etc.)
- Work a varied schedule; this work is typically split shift
- Responsible for all program funds/gas cards assigned to them, including reconciliation (i.e. handing in receipts/change)
- Completes pre and post-trip vehicle inspections in accordance with BGCCVI policies and procedures. Van inspection must be conducted by the employee with an appropriate class license
- Ensure car seats are properly installed, and seatbelts are fastened correctly. With guidance from program staff, ensure children who require car seats are identified, and that car seats are in good working condition.

- Report all safety concerns regarding a van to the Licensed Program Supervisor immediately
- Vans are cleaned out daily and washed/vacuumed regularly to present a positive BGCCVI image.
- Ensure vans are driven, maintained and inspected in accordance with the Motor Vehicles Act (bus tires, lights, oil, etc.)

Qualifications

Experience

- Experience working with school-aged children is preferred

Knowledge, Skills, and Abilities

- Valid Unrestricted Class 4 Driver's License and clean driver's Abstract
- Establishing and maintaining effective working relationships with program staff, volunteers, parents, and school personnel

BGC of Central Vancouver Island is an equity employer and encourages applications from persons with disabilities, members of visible minorities, Indigenous people, people of all sexual orientations and genders, and others who may contribute to a diverse and inclusive staff team.

We appreciate and thank all applicants for their interest, however only short-listed candidates will be contacted.