

**TITLE:** Bus Driver/Heavy Duty Mechanic  
**SECTION:** Transportation  
**REPORTS TO:** Transportation Supervisor

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**#209**

## **SUMMARY**

Under the direction of the Transportation Supervisor or Designate, repairs and maintains District vehicles and ancillary equipment and performs as a bus driver as required.

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## **DUTIES**

1. Carries out mechanical duties in accordance with the Motor Vehicle Standards Act, standard practices and Board policy to repair and maintain District school buses, vehicles and ancillary equipment.
  2. Performs related duties including the use of diagnostic test equipment, occasional welding, the repair of electrical controls, turf and ground maintenance equipment and propane fuelled vehicles and equipment, utilizing blueprints, work sketches and/or specifications when necessary.
  3. Requisitions necessary materials, maintains various records and assists in the compilation of maintenance records, inspection dates and parts inventory.
  4. Directs, advises or assists other employees as appropriate.
  5. Operates a school bus as per the B.C. Motor Vehicle Act Regulations to transport students.
  6. Conducts pre-trip vehicle inspection and reports vehicle defects and problems.
  7. Suggests changes to vehicles and routes to ensure safe and efficient operating conditions.
  8. Maintains discipline of all passengers travelling in the school bus as per School Board policy and regulations.
  9. Assists students or staff in loading and unloading using appropriate restraining techniques, lifts and related equipment.
  10. Administers survival first aid to bus passengers as required.
  11. May on occasion be required to perform other related duties as assigned.
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## **QUALIFICATIONS**

- High school graduation or the equivalent
- Successful completion of the B.C. Apprenticeship Program and a valid B.C. Trade Certification as a Heavy Duty Mechanic or Commercial Transport Mechanic
- Minimum of one year related experience at the journeyman level
- Physical capability to perform the job duties
- Ability to read and interpret drawings and specifications
- Valid B.C. Class 2 Driver's License with an Air Brake Endorsement
- Valid WCB Occupational First Aid Level 1 certificate
- Current Commercial Vehicle Inspection Certificate with the class/endorsements  
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- Good interpersonal and communication skills
- Competent in the use and care of tools and equipment common to this trade including, diagnostic equipment.

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*JE: 2012.04.03 (Interim)  
Schools*

*Nanaimo Ladysmith Public*