



## Bus Driver Job Description

### Position Overview

The CHNC Bus Driver is responsible for the safe transportation and supervision of children participating in Carney Hill Neighbourhood Centre societies programs. This role supports a positive and welcoming environment by ensuring reliable, respectful, and safety-focused transportation services.

### Key Responsibilities

- Operate the bus safely and in accordance with all applicable regulations and organizational policies
- Conduct daily safety and maintenance checks prior to operation
- Maintain the cleanliness of the bus and report repair or maintenance needs promptly
- Ensure all passengers understand and follow established rules and expectations
- Provide appropriate supervision of passengers at all times while on the bus
- Greet children and families in a warm, welcoming, and professional manner
- Follow individual family transportation schedules accurately
- Communicate effectively with staff and families, including sharing relevant updates and information

### Qualifications:

- Valid Class 4 Driver's Licence (minimum) with a clean driver's abstract
- Successful completion of a criminal record check, including a vulnerable sector search (prior to and during employment, as required)
- Current First Aid certification
- Physical ability to perform the duties of the position
- Availability to work Monday to Friday on a split shift
- Ability to work independently with minimal supervision
- Strong teamwork skills and a commitment to a positive and supportive work environment
- Excellent communication skills (verbal and written)
- Strong problem-solving and ethical decision-making abilities
- Knowledge of and adherence to privacy legislation

**Accountability:** The Driver reports to the Child Care Manager and the Executive Director of the Carney Hill Neighbourhood Centre.

### Location, Wage and Hours:

- Location: 2579 Victoria Street, Carney Hill Neighbourhood Centre
- Hours: Up to 30 hours per week, with potential for additional hours (including non-driving duties)
- Schedule: Monday to Friday, split shifts (approximately 3 hours in the morning and 3 hours in the afternoon, up to 6 hours per day) Year-round availability required.
- Starting wage: \$19.25 per hour
- Benefits: May be available to eligible employees

**Commented [je1]:** What does this mean? Within CHNC policies, or something else?

**Commented [je2]:** Is this variable at all or firm?

**Main Office & Child Care Centre:**  
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