



## Support Staff

### On-Call Bus Driver (Class 2 or 4 Unrestricted)

Are you a positive upbeat person who loves kids? We have opportunities for on-call Class 2 & Class 4 Unrestricted bus drivers to transport our youth programs and operate our bus charters.

Western Educational Adventures (WEA) runs bus charters and outdoor adventure camps for kids on Vancouver Island, primarily in the Greater Victoria area. Our for our bus charters is to provide a cheaper, no frills bus charter service. Our goal for our youth programs is to get children outside learning valuable life skills and exposing them to nature. WEA is looking for on-call Class 2 or Class 4 Unrestricted bus drivers to operate our bus charters and/or kids programs. We ask you to take a moment to thoroughly review this job description and our website (all about WEA and the programs WEA offers) before applying.

#### Remuneration

- \$144-\$275/day for bus driving, rate may be prorated hourly.
- \$20/hr for any potential administrative work.

#### Hours

1. Bus Charters-Varies depending on the charter.
2. Monday-Thursdays
  - a. Inspection & 1<sup>st</sup> transfer Quadra/Mackenzie to Sooke – 07:30 to 09:45
  - b. Shuttle within Sooke. Approximately 12:00 to 13:00
  - c. Sooke to Quadra/Mackenzie 15:05 to 17:00
3. Fridays
  - a. Inspection & 1<sup>st</sup> transfer Quadra/Mackenzie to Sooke – 07:30 to 09:45
  - b. Sooke to Quadra/Mackenzie 16:05 to 18:30 or 19:00

In between these hours, drivers are not necessarily required to work. However, they will need to remain close by and on-call. Drivers may be asked to help when camp staff are off sick, etc.

#### Expectations

WEA bus drivers are expected to:

- Have a passion and skill for working with people (charters) and children (youth programs)
- Have some outdoor interest/background (youth programs)
- Display WEA's values and beliefs



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- Have a relatively clean driving record and demonstrates solid risk awareness and management skills
- Maintain a high standard of professionalism, including time management.
- Be able to adapt and problem solve

### Responsibilities

This contract requires you to be able to perform various functions and duties, some of which are listed below:

- Drive to and from various locations throughout Greater Victoria
- Inspect the bus each morning prior to driving
- Complete daily log and timesheet of hours worked
- Attend required training sessions
- Provide constructive feedback for supervisors, other staff, and programs

### Minimum qualifications

- Class 4 Unrestricted Drivers License
- At least 1 year experience working with children
- Standard First Aid and CPR-C
- Clear criminal record check with vulnerable sector screening

### Desired qualifications

- Class 2 Drivers License
- 40 or 80 hr Wilderness First Aid
- Bronze Cross or NLS



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### Application Instructions

For your application to be considered, please send us the following:

1. Online Application form (found here: <https://westernadventures.ca/western-educational-adventures-careers.htm>)
2. Resume
3. \*Copies of all relevant certifications and documents required above
4. A minimum of 3 references (2-3 employer and max 1 personal reference that is not related to you).

\*Please note that we will still consider your application if you do not currently hold the required minimum qualifications if you are willing to obtain these prior to commencing work with WEA. In your application we ask that you provide us with a timeline for when you will have these certifications.

To apply, click the "Apply" button and complete the instructions outlined on our application software. The application button can be found here: <https://westernadventures.ca/western-educational-adventures-careers.htm>

**Let us know if you have any further questions and thank you for your interest in working for WEA!**