

BUS DRIVER – FULL-TIME

Type of Position: Full-time, Permanent

Closing date: June 24, 2022

About the Position

Reporting to the Principal, the Bus Driver operates a 20-passenger bus and a 15-passenger van over designated routes to transport students, including children with special needs, to and from the school and on related field trips. The Bus Driver also supports the pre-school bus needs, working closely with the Headstart Manager.

Duties and Responsibilities

Transportation Health and Safety

- Perform daily pre-trip bus inspections in accordance with Motor Vehicle Act Regulations: Division 10-Motor Carriers: Section 11.09 (1-3) including a first aid kit check.
- Arrange for the routine scheduled maintenance of the bus per the warranty, the Motor Vehicle Carrier Regulations, and annual Motor Vehicle Inspection Reports.
- Maintain up-to-date bus maintenance records and logs for monthly review by the Principal.
- Clean the bus interior daily and wash the interior once per week using a disinfectant solution. May be required to perform disinfectant washing more frequently during viral infection outbreaks, as directed by the Principal.
- Wash the exterior of the bus weekly, or as needed upon completion of field trips.
- Ensure there is a child escort in place for each bus trip including Headstart students; arrange for an Educational Assistant, if necessary, to ensure an escort is on the bus before it leaves.
- Ensure children/ bus passengers are seated and legally secured before departure.
- Ensure a properly updated set of Emergency Information Cards for all children and on the bus for every trip.
- At all times, operates the bus using a full range of defensive driving techniques.
- Operate the bus during child pick-up and drop-off in accordance, where appropriate, with Division 11: School Buses: Section 11.12(1-6) within BC Motor Vehicle Act Regulations.

Transportation Efficiencies

- Review parent addresses that require bus service for their child, and map out the most efficient and safest route for child pick-up and drop-off.
- Verify with school and Headstart of any changes to pick up or drop-off based on verbal or written instructions from the child's parent(s) or legal guardian.

Management of Child Passenger Behaviour and Ride Along Escorts

- Using awareness of the characteristics of group behaviour, and child interaction, proactively and directly address problem behaviours or instruct ride-along escorts to address problem behaviours as they occur.
- Complete an orientation of the facility's policies, including the Guidance Policy, when necessary, and ensure you are aware of the Release of Child policy.
- As notified by teachers or other school staff, pay close attention to the behaviours and requirements of special needs passengers.

ACCOUNTING > CONSULTING > TAX

TRUE NORTH SQUARE

242 HARGRAVE STREET, SUITE 1200, WINNIPEG MB, R3C 0T8

1.877.500.0795 T: 204.775.4531 F: 204.783.8329 MNP.ca

- Apply any corrective behaviour actions, or disciplinary measures, within Gitsegukla Elementary School discipline policies and procedures.
- Must be prepared at all times to enact emergency procedures in the event of a fire, accident, mechanical breakdowns, etc.
- Maintain a current Child Safe First Aid Certificate.
- Perform other duties/responsibilities necessary in the performance of the position and as assigned by the Principal.

Other Requirements

- Must review and follow all Gitsegukla Policies and Procedures.
- **Requirements:** to successfully and periodically undergo an appropriate criminal record review and police record check.

Knowledge, Skills, and Abilities

- Knowledge of Motor Vehicle Act Regulations as it relates to motor carriers and school buses.
- Possess superior bus operation and defensive driving skills.
- Ability to plan and organize bus routes.
- Possess child passenger management skills. Must enjoy working with children, and working in a team setting.
- Familiarity with Safety Procedures and ordering of chemicals and/or solutions.
- Familiarity with procedures related to sanitation and health standards.

Experience and Education Requirements

- Minimum grade 12 education.
- Possess Class 1 or 2 driver's license, with a high-quality driver's abstract.
- Possess Child Safe first aid equivalent or be willing to undertake sponsored training.
- Minimum three years of school or community bus driving experience.
- WHMIS certification (or are in the process of attaining).
- Possess Building Service Level One (or are in the process of attaining).

All interested applicants are encouraged to submit a cover letter and resume outlining the position for which you are applying and how you meet these qualifications to the c/o MNP at gitseguklacao@mnp.ca.

Applications are assessed as they are received. Therefore, early application is recommended.

Closing Date: June 24, 2022

Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.