

VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

HUMAN RESOURCES DEPARTMENT



P.O. Box 94,
Old Crow, Yukon
Y0B 1N0

Phone: (867)966-3261
Fax: (867)966-3800
Web: www.vgfn.ca

EMPLOYMENT OPPORTUNITY SCHOOL BUS DRIVER

Term: – 1 school year term (2019-2020 school year)

Level: 4

Wage: \$34.09 per hour (4 hours per day – as per school year calendar)

Location: Old Crow, YT

The Education Department is looking to hire a committed worker to fill the School Bus Driver position. You will transport students to and from Chief Zzeh Gittlit School as outlined in the daily bus schedule. If you enjoy working with kids and are comfortable working with minimal supervision, this position is for you.

Qualifications:

- Valid Class 4, 3 or 1 Driver's License
- Minimum age is 21
- Must complete a Criminal Record Check/Vulnerable Sectors Check
- First Aid and CPR
- Ability to keep discipline of children in the bus within stated guidelines
- Ability to perform basic vehicle maintenance tasks
- Ability to serve the students, parents and public with a positive helpful attitude and maintain a professional manner.

Local Application Deadline: August 26, 2019 at 4:00 PM

Send Applications and/or resumes to:

Human Resource Manager
Vuntut Gwitchin Government
Box 94, Old Crow, Yukon Y0B-1N0
Phone: 1 (867) 966-3261 Ext. 256
Fax: 1 (867) 966-3800
Email: jobs@vgfn.net

We thank all those who apply but only those selected for further consideration will be contacted.

Posted August 13, 2019

Vuntut Gwitchin Government

- A. **Identification:** School Bus Driver
- Department:** Education
- Supervisor:** Director, Education
- Date:** Aug 2010
- Status:** Part time- 4 hours a day (Per School year calendar)
- Level:** 4
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B. **Job Summary:**

Reporting to the Director, Education this position is responsible for driving the school bus to transport children to and from Chief Zzeh Gittlit School during the school year.

C. **Main Duties:**

Provides school bus services by:

- Driving an assigned route on an assigned schedule in mornings and at lunchtime to pick up children at designated school bus stops and discharge at the school
- Picking up children from the school on an assigned scheduled at lunchtime and after school and driving an assigned route to discharge children at designated school bus stops
- Liaising with school personnel to ensure that no child is left behind at the school
- Maintaining student discipline on the bus and reporting any behavioral problems to the school principal and to the Director of Education
- Obeying all traffic laws as well as regulations for school bus driving and school bus safety
- Conducting a daily safety check of the bus by inspecting the inside and outside of the bus and ensuring functioning of mechanisms such as lights, brakes and windshield wipers.
- Notifying supervisor when the vehicle is damaged, needs repairs or has been involved in an accident
- Ensuring the vehicle is filled with fuel, and has sufficient oil and windshield cleaning solution
- Cleaning the inside of the bus daily and washing at least once a month, or more if required for safety sake

D. **Job Knowledge and Skills:**

Education

- First Aid and CPR
- Yukon Class 4 driver's license
- Knowledge of regulations covering school bus driving
- Knowledge of school bus safety
- Knowledge of basic vehicle mechanics

Management Skills:

- Ability to assume responsibility and meet deadlines
- Ability to work with minimal supervision
- Ability to follow directions

Specific Skills:

- Ability to drive a long based heavy vehicle
- Ability to maintain discipline of children without touching children
- Ability to perform basic vehicle maintenance

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light
- Ability to communicate respectfully with children and adults

E. Decision Making:

Decision-making is required for determining when problems should be discussed with the supervisor and in the daily course of providing the school bus service.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, following traffic laws and regulations regarding school bus driving and safety, and providing good customer service. School bus services are important to the well being and safety of children in the community.

G. Key Personal Contacts and Nature of Contacts:

Who	Purpose	Frequency
Supervisor	Informing and discussing duties and receiving direction.	Daily
School Personnel	Information exchange	Daily
Passengers	Information exchange	Daily

H. Positions Supervised: 0

I. Working Conditions:

The incumbent is required to start and drive a vehicle in varying weather conditions including extreme cold, and drive only on gravel roads.

Spiritual:

Being respectful of traditional beliefs and practices.

Physical:

Driving a cumbersome vehicle.

Remote living conditions in extreme temperature and light conditions

Mental:

Regular need to ensure service is provided during extreme cold temperatures
Regular need to ensure safety and discipline of passengers

Emotional:

Stress caused by actions of immature passengers

J: Conditions of Employment

Willingness to work in extreme cold temperatures and darkness
Valid class 4 Drivers license
Criminal Check.

SIGNATURES

<p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p>	<p>Incumbent:</p> <p>I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <hr/> <p>Incumbent</p> <hr/> <p>Date</p>
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