

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

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| <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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