

VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation



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

Phone: (867)966-3261

jobs@vgfn.net

Human Resources Department

Bus Driver (Casual)

Reporting to the Education Manager, the **Bus Driver** is a casual position with the overall responsibility for safely bussing students to and from the Chief Zzeh Gittlit school and for driving the bus for other community activities for citizens as required.

Primary Responsibilities

- Responsible for obeying all traffic laws and for compliance with regulations of the Department of Public Safety governing the operation of the school bus.
- Monitors public traffic at designated stops and reports any problems to the Manager.
- Conducts a daily five-minute safety check of the bus (walk around and inside).
- Cleans bus daily and washes at least once a month in the summer and bi-weekly in the winter.
- Reports any damages to the bus to the Manager.
- Provides driving service for any community events as directed.
- Responsible for the safety of children while getting on and off the bus and for the duration of the trip.
- Maintains student discipline while on the bus. Reports behavior problems and student damages to the principal and the Manager.
- Follows assigned schedule and notifies the principal in case of mechanical failure or lateness.
- Pickup & discharge students only at designated stops.
- Reports all accidents and completes incident reports.
- Duties may change depending on circumstances.

Licensing, Knowledge, Skills & Experience

- RCMP Vulnerable Sector Check
 - Yukon Class 4 driver's license
 - Knowledge of regulations covering school bus driving, school bus safety and ability to perform basic vehicle maintenance
 - First Aid & CPR or willing to obtain
 - Ability to assume responsibility, meet deadlines and work with minimal supervision
 - Ability to maintain discipline of children without touching children
 - Ability to communicate respectfully with children and adults
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Closing Date: November 23, 2022 or until filled

Please submit a cover letter and resume (one document) to:

Human Resources Department
Vuntut Gwitchin Government
Email: jobs@vgfn.net