



## EMPLOYMENT OPPORTUNITY

### Driver, School Bus

**Job Classification:** Driver, School Bus (25 hours per week).

**Competition #:** 2023-19

#### About the Role

Reporting to the Manager, Education, the school bus driver interacts with students and serves as their trusted transportation while maintaining a safe and respectful environment during transport. The role responsible for the overall safety of students to and from *Chief Zzeh Gittlit* school. The incumbent also drives citizens for special community activities and events, as required.

#### What you bring

- Class 4 Driver's License;
- Clean driver's abstract;
- Standard First Aid;
- Excellent customer service skills; and
- Current Criminal Records Check with Vulnerable Sector Check;

#### Working Conditions

- Adaptable to changing work assignments;
- Adaptable to respond to call outs in emergency situations; and
- Ability to work in extreme weather conditions.

#### What we offer

- A supportive and safe work environment;
- Competitive compensation will commensurate with qualifications, up to \$45.89/hr;
- Work schedule including evening, weekend or shift work, as required;
- Work experience in a multi-disciplinary team; and
- Equal opportunity, diverse and inclusive workplace.

#### Working with Vuntut Gwitchin First Nation

*Our mission is to promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship, and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.*

#### The competition will remain open until filled.

Please forward resume to:

Human Resources Department  
Vuntut Gwitchin First Nation  
P.O. Box 94  
Old Crow, YT Y0B 1N0  
Email: [employment@vgfn.net](mailto:employment@vgfn.net)

A complete job description is attached.

Priority will be given to citizens of the Vuntut Gwitchin First Nation.

*While we appreciate all applications, only those selected for further consideration will be contacted.*



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## POSITION PROFILE

INTRODUCTION	
Position Title: Operator, School Bus (Driver)	Reports To: Manager, Education
Dept: Human Resources & Education	Location: Old Crow, YT
Staff: 0	Revision Date: April 2023
PURPOSE	
<p>Reporting to the Manager, Education, the school bus driver interacts with students and serves as their trusted transportation while maintaining a safe and respectful environment during transport. The role responsible for the overall safety of students to and from <i>Chief Zzeh Gittlit</i> school. The incumbent also drives citizens for special community activities and events, as required.</p>	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> <li>Operates a school bus to transport children to and from school in compliance with the Department of Public Safety regulations;</li> <li>Ensures students get on and off the bus safely and assist students with mobility needs;</li> <li>Performs bus safety pre-trip inspections as required by law to assure proper vehicle working condition and maintains safety equipment;</li> <li>Maintains a safe and clean vehicle. Conducts and coordinates minor maintenance tasks (e.g., oil changes, tires etc.) in adherence to a maintenance schedule and communicates issues to the Manager. Maintains and cleans the exterior of the vehicle when possible. Ensures all emergency lights are clean and operational at all times;</li> <li>Follows assigned planned route and schedule for authorized passengers. Picks up &amp; discharges students only at designated stops;</li> <li>Responsible for the safety of children while entering and exiting the bus by stopping adhering to traffic signage, in accordance with establish legislation and expectations;</li> <li>Enforce conduct and safety rules while on the bus. Reports incidents of misconduct to the principal and the Manager;</li> <li>Notifies the principal in the event of delays (e.g. mechanical failure, weather). Reports accidents and completes incident reports immediately;</li> <li>Provides additional transportation services for field trips, community events and activities as required; and</li> </ul>	

- Active participant in planning with the Education team to provide quality services and support to with the goal of increased attendance/participation.

### **ACCOUNTABILITY & IMPACT**

- The safety of all passengers and the reliability of service;
- Ensures vehicle safety and maintenance to avoid unnecessary risks or accidents;
- Adherence to traffic laws and regulations;
- Attentive to weather and road conditions; and
- Adheres to planned route for departure and stop times to maintain schedule and avoid delays.

### **FINANCIAL CONTROL**

Annual budget under direct control of this position:	None
Other responsibilities & influences:	None

### **WORKING CONDITIONS**

Environment:	Driving is the main function of this role.
Physical:	Frequent light activity. Helps passengers to get in/out of the vehicle.
Hazards/equipment:	The incumbent is required to drive minors in a vehicle in varying weather conditions - in the extreme cold and on gravel roads.
Travel:	None

*This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.*

## POSITION COMPETENCY PROFILE

<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"><li>• Class 4 Driver's License with clean driver's abstract;</li><li>• Standard First Aid;</li><li>• Previous experience driving passengers, is an asset;</li><li>• Experience performing basic vehicle maintenance; and</li><li>• Willingness to obtain medical clearance upon request.</li></ul>
<b>Behavioral Competencies</b>	<ul style="list-style-type: none"><li>• Client service</li><li>• Respect</li><li>• Communication</li><li>• Self-awareness</li><li>• Time management</li><li>• Teamwork</li><li>• Adaptability</li><li>• Initiative</li></ul>
<b>Conditions of Employment</b>	<ul style="list-style-type: none"><li>• Valid Class 4 driver's license;</li><li>• Annual Driver's Abstract;</li><li>• Standard First Aid (or willingness to obtain within 3 months of hire); and</li><li>• Criminal Record Check with vulnerable sector.</li></ul>