

Vuntut Gwitchin Government

A. Identification

<u>Position Title</u>	School Bus Driver
<u>Department</u>	Education Department
<u>Supervisor</u>	Director, Education
<u>Date</u>	April 2010
<u>Status</u>	Term
<u>Level</u>	

B. Job Summary

Drive the VGFN School Bus including picking and delivery of Old Crow children to the Chief Zzeh Gittlit School on a daily basis throughout school year and to any other events as directed. Driving the school bus for other activities for citizens may also be required. Directs loading of students on bus to prevent congestion and unsafe conditions.

C. Main Duties

Principal duties and Responsibilities

1. Assumes personal responsibility for obeying all traffic laws and for compliance with regulations of the Department of Public Safety governing the operation of the school bus.
2. Assumes major responsibility for the safety of children on the bus.
3. Conducts a daily five-minute walk-around and inside safety check of the bus.
4. Assumes responsibility for sanitary condition of the bus. Cleans bus daily and washes at least once a month IN the summer. Bi-weekly washes IN the winter.
5. Reports damages to the interior of the bus to the Director of Education.
6. Maintains student discipline while on the bus. Reports behavior problems and student damage to the bus to the appropriate principal and to the Director.
7. Follows assigned schedule.
8. Pickup & discharge students only at designated stops.
9. Notifies the appropriate principal in case of mechanical failure or lateness.
10. Exercise responsible leadership when on community call services
11. Reports all accidents and completes incident report.
12. Monitor public traffic at designated stops; report any problems to the Director of Education.
13. Duties may change depending on circumstances.

D. Job Knowledge and Skills

Education

- First Aid & 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 temperature 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

Number of positions supervised directly:	0
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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

- Be 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
- Security clearance
- Basic First Aid

SIGNATURES:

I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have to delegated to this position.

Executive Council:

Date:

I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.

Supervisor:

Date:

I have reviewed the position description and understand that it is a general job description of the duties assigned to the position occupied by me.

Employee:

Date: