



Penticton Indian Band

R.R. #2, Site 80, Comp.19
Penticton, British Columbia
Canada V2A 6J7

Telephone: 250-493-0048 Fax: 250-493-2882

Employment Opportunity – Internal/External Posting

The Penticton Indian Band (PIB) is currently seeking an energetic and qualified individual to fill the following position:

Position:	Daycare Bus Driver	Classification:	11 – Second Level Support
Department:	Daycare	Status/Term:	Part time Sept/June
Hours of Work:	12 Hours per week	Rate:	\$13.00 per hour
Department:	Daycare	Responsible To:	Daycare Manager
Location:	Little Paws Children's Center, 162 Westhills Crescent, Penticton, BC V2A 6J7		
Closing Date:	March 31, 2017		

Job Summary:

The daycare bus driver will primarily be responsible for the safe transportation of the children who attend Little Paws children's Centre. The bus driver will be required to deliver children between their homes and the centre on a prescribed route and schedule. The bus driver will be required to provide transportation for scheduled daycare field trips. The bus driver will follow established routes to ensure that passengers arrive at their destination on time. The driver will ensure the health and safety of the children at all times, during transportation and the loading and unloading of passengers. As a professional driver, the day care bus driver will ensure compliance with licensing requirements and regulations and demonstrate safe practices and vehicle operation at all times.

Core Competencies:

- Accountability
- Flexibility
- Problem solving
- Communication
- Reliability
- Service orientation
- Teamwork
- Risk management
- communication

Duties/Responsibilities:

- Safely deliver children to and from homes and schools following the prescribed schedule
- Transport children on special excursions and field trips and assist daycare staff with supervision
- Ensure children's car seats are properly installed and are in good repair
- Assist children with boarding and exiting the bus

- Adhere to and enforce bus safety rules and standards
- Comply with traffic and licensing regulations to operate vehicles in a safe and courteous manner
- Resolve any conflicts in a positive, respectful and proactive manner
- Complete vehicle inspection prior to departing for any trip
- Complete vehicle cleanliness inspections post trip, remove any garbage. Place found items in a lost and found bin or remove to designated location
- Adhere to Penticton Indian Band policies and procedures and all government regulations at all times
- Read and interpret maps, where and when required
- Report any bus malfunctions or needed repairs to the daycare manager
- Complete all necessary paperwork as required
- Record and report incidents to the daycare manager, and provide recommendations for resolution as required
- Other duties as assigned

Qualifications/Requirements:

- Valid class 4 BC drivers license with a clean abstract
- Minimum 5 year's safe driving experience
- Ability to pass a criminal record check
- Excellent driving skills and habits
- Ability to remain attentive when faced with distractions
- Enjoys working with young children

Assets (preferred but not required):

- First aid certification

Working Conditions:

- Interacts with public at large
- Manual dexterity required to operate a large motor vehicle
- Sitting for extended period of time
- Exposure to all weather conditions
- Repetitive work
- Maybe required to lift up to 70lbs

**Mrs. Glenda MacDonald – Daycare Manager
Penticton Indian Band**

Mail: RR #2 Site 80 Comp. 19 **Fax:** (250) 493-2882
Penticton, BC V2A 6J7 **Email:** jobs@pib.ca

In Person: Little Paws Children's Centre – 167 Westhills Cr., Penticton, BC

The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Okanagan/Sn'pink'tn language, culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.