



Penticton Indian Band

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

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

May 25, 2017

Employment Opportunity

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

Position Title:	Bus Driver	Classification:	11
Department:	Education	Responsible To:	OSCS Principal & Education Director
Status:	Full-time	Hours of Work:	
Range:	PIB Salary Grid		
Location:	Outma Sqilx'w Cultural School, Penticton BC		
Closing Date:	JUNE 8, 2017 at 5 pm		

Job Summary:

Under the supervision of the OSCE Principal and the Education Director, this important position focuses on providing safe transportation for students and school staff. This includes travel both to and from school in a punctual manner. Additional trips such as school outings or field trips will also be a part of this job

Core Competencies:

- Accountability
- Communication
- Planning and organizing
- Service orientation
- Results oriented
- Decision Making
- teamwork
- Problem solving
- Relationship building

Duties/Responsibilities:

Job Responsibilities and Work Performed

- **Pre-trip**
 - Check the condition of the bus via a "Walk around" the bus, check lights, engine fluids, tires, suspension system, general safety of the chase, inspection on the interior to ensure everything is in working order.
 - Maintain and enter applicable data into "Trip Inspection" log on daily basis
 - Report and bus malfunctions or needs for repair to Director of Education.
- Perform pre and post trip inspections as required by government regulations.
- Maintain all necessary paperwork and records.
- Safely drive multi-passenger bus to and from school, following a prescribed routes, on a daily basis during the school year.
- Safely transport students and school staff to school activities and field trips.

- Comply with traffic regulations in order to operate the bus in a safe and courteous manner.
- Adhere to and enforce safety rules as students are boarding and exiting bus, and as they cross streets near bus stops.
- Develop and maintain yearly bus schedule for pick and delivery.
- Pick up and drop off students at regularly scheduled neighborhood locations, following strict time schedules.
- Deliver students to Outma and deliver any adult students to the PIB Adult Education Centre
- Schedule regular repair and maintenance so bus remains in good condition to ensure student safety.
- Regulate heating, lighting, and ventilation systems for passenger comfort.
- Read maps, and follow written or verbal geographic directions.
- Escort small children across roads and highways when necessary
- Keep bus interior clean and in good repair.
- Maintain knowledge of basic first-aid procedures; perform minor first aid and complete forms for school records.
- Ensure first aid kit is adequately stocked and maintained
- Check fuel and oil gages and maintain refueling schedule.
- Check the school calendar and/or inquire with school principal and reception regarding field trips
- Maintain discipline within school bus.
- Install chains with regards to weather conditions to ensure safety of students and bus.
- Go home if there are not daily activities, and wait for a call if there is a field trip from any of the education centers (i.e. Adult Education or Outma)
- Report delays, accidents, or other traffic and transportation situations, to school principal and/or Director of Education, using cell phone or mobile two-way radio.
- On call until after noon run
- Ensure children are seated while in transport

Reports to:

- OSCS School Principal
- Director of Education, when necessary

Accountability

It is imperative that the successful person for this position is drug and alcohol free, punctual and maintains a safe driving record. A good standing relationship with parents and staff, along with high standards, specifically in dealing with children is also maintained. Children and passenger safety is of utmost priority. Time management is also a component where students are brought to and from school in a timely manner.

Reports to be completed:

- Daily "Trip Inspection" Logs

Relationships

Supervise the children while on the bus and settle any dispute when necessary. Promote a healthy environment for the children.

Decision Making

The level of decision-making is very precise when driving. The level of exercising judgment is high particularly when driving on snow and ice and with traffic congestions. Dealing with conflict with children is also a situation where there could be a high level of exercising judgment. Acting responsibly and quickly to secure an accident scene and safely exit students from bus to safe location in the event of a major accident.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Class 2 Drivers License
- Conscientious driver with ability to transport students safely and efficiently.
- Capable of changing tires and installing chains under adverse conditions.
- Sufficient mechanical knowledge to carry out basic trouble-shooting
- Demonstrate sound judgment required for making driving decisions under varying road conditions and dealing with student behavior.

Other Certification, Licenses, Designations and/or Training

- Basic First Aid
- Bus Driver Training Certification

Specific Job Skills and Levels

- Class 2 Drivers License
- Equipment Maintenance
 - Performing routine maintenance on bus and determining when and what kind of maintenance is required.
- Selective attention-ability to concentrate on tasks over a period of time without being distracted
- Quick reaction time

Minimum Level of Experience

- 2 years bus driving experience is an asset.

Assets:

- Knowledge of Okanagan Language and Culture
- Class 2 with air brakes endorsement

Working Conditions:

- Safe working environment
- Drug and alcohol free

Job Classification & Salary Grid Placement:

2nd Level Support			
<p>The Support role is one that provides backing and upkeep of the services and program delivery. This role requires a differing level of technical knowledge and certification than the First Level of Support</p>	Range for capacity, experience and education	Range for capacity, experience and education	Range for capacity, experience and education
	Classification 11		
Step = Years in this position	A	B	C
0	\$ 13.00	\$ 13.50	\$ 13.75
1	\$ 14.00	\$ 14.25	\$ 14.50
2	\$ 14.75	\$ 15.00	\$ 15.25
3	\$ 15.50	\$ 15.75	\$ 16.00
4	\$ 16.25	\$ 16.50	\$ 16.75
5	\$ 17.00	\$ 17.50	\$ 17.75
6	\$ 18.00	\$ 18.25	\$ 18.50
7	\$ 18.75	\$ 19.00	\$ 19.25
8	\$ 19.50	\$ 19.75	\$ 20.00
9	\$ 21.25	\$ 21.50	\$ 21.75
10	\$ 22.00	\$ 22.25	\$ 22.50

All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career please **send a resume and covering letter by 5:00 pm on June 8, 2017 to the attention of:**

**Ms. Kathy Falkus – Human Resources Manager
Penticton Indian Band**

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

In Person: PIB Administration Offices – 841 Westhills Drive, 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 Sn'Pink'tn(Penticton) language (N'syilxcen), 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.