



Penticton Indian Band

841 Westhills Drive
Penticton, British Columbia V2A 0E8

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

Position Title:	School Bus Driver	Classification:	3	\$22 – 26 per hour (Based on education & experience)
Status:	On call/Casual	Type:	Non-Management	
Department:	Education	Working Hours:	Minimum paid for 7 hours per day up to 35 hours per week	
Responsible To:	School Principal			
Location:	Outma Sqilx'w Cultural School, 291 Outma Sqilx'w Place, Penticton, BC			
Deadline:	Until Filled			

Job Summary:

Under the supervision of the School Principal, 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 requirement of this position.

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Perform pre and post trip inspections as required by government regulations.
- Pre-trip:
 - Inspect the condition of the bus via a “walk-about” checking lights, engine fluids, tires, suspension system, general safety of the chaise, inspection of the interior to ensure everything is in working order;
 - Maintain and enter applicable data into “Trip Inspection” log on daily basis;
 - Report any bus malfunctions, concerns or repair needs to Principal.
- Maintain all necessary paperwork and records.
- Daily transportation of students to and from school (OSCS and PIB Education Centre), following prescribed routes and time schedules during the school year (September to June).
- Transport staff and students on school excursions and field trips and assist school staff with supervision.
- Comply with traffic and licensing regulations to always operate vehicles/bus in a safe and courteous manner.
- Adhere to and enforce bus safety rules and standards; ensure student compliance to safety procedures as they are boarding and exiting bus, on bus, and as they cross streets at bus stops.
- Regulate heating, lighting, and ventilation systems for passenger comfort.
- 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 and complete forms for school records.
- Ensure first aid kit is adequately stocked and maintained.
- Check the school calendar and/or inquire with School Principal and reception regarding field trips.
- Install chains with regards to weather conditions to ensure safety of students and bus.
- Report delays, accidents, or other traffic and transportation situations to School Principal and/or Education Manager, using cell phone or mobile two-way radio.
- Engage with students in friendly, positive, professional manner.

Job Supervisory roles:

- Children on bus, during pickup and drop-off.

External Responsibilities:

- Positive and healthy role modeling for children and students always.
- Conducts self in a manner that brings credit to the organization when representing the school and Band offsite and within the public (Code of Conduct).
- Assists with supervision during field trips and school outings.

Reports to:

- OSCS School Principal

Accountability

- Good physical health, free of substance use, clean driving record
- Responsible to parents for the health and safety of their children while they are in the care of the bus driver, riding the bus. It is important to maintain good relationships and communication with parents, staff and community.
- It is important to maintain high standards with respect to working and dealing with Children. Children and passenger safety and wellbeing are of the utmost priority.
- Excellent time management - students are transported to and from school in a timely manner.

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. Attentive to surroundings is essential.

Qualifications/Requirements:

Other Certification, Licenses, Designations and/or Training

- Professional Driver with Class 2 Drivers License
- Standard First Aid Certification

Specific Job Skills and Levels

- 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 without being distracted
- Quick reaction time
- Capable of changing tires and installing chains under adverse conditions.
- Sufficient mechanical knowledge to carry out basic troubleshooting.
- Demonstrate sound judgment for making driving decisions under varying road conditions as well as dealing with multiple distractions including student behavior.

Minimum Level of Experience

- 1 – 3 years of related job experience is required

Assets:

- Knowledge of Okanagan Language and Culture
- Previous experience driving school bus
- Previous experience working for a First Nations school

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

**Send your Cover letter, Resume, and copy of Drivers' Licence to Senior Manager, Human Resources
Rory Gabriel at jobs@pib.ca**