



Kermode Friendship Society Aboriginal Head Start Program

Registered with Revenue Canada as a "charitable organization"
3313 Kalum Street, Terrace BC V8G 2N7
Phone 635-4906 Fax 635-3013

Job Title: Aboriginal Head Start Program Bus Driver

Job Summary: Reporting to the Kermode Aboriginal Head Start Coordinator, the Bus Driver will operate a 24 passenger bus over designated routes to transport pre-school children, including children with special needs, to and from the pre-school and on related fieldtrips.

Location: Kermode Friendship Society Aboriginal Head Start Program

Reporting Authority/Accountability: This position is accountable to the Executive Director. Through the delegated authority of the Executive Director and the Coordinator of the Kermode Friendship Aboriginal Head Start Program, this position reports directly to the Kermode Friendship Aboriginal Head Start Coordinator or the person designated to act in the absence of the Coordinator

Key Duties and Responsibilities:

1. Performs daily pre-trip bus inspections in accordance with Motor Vehicle Act Regulations: Division 10-Motor Carriers: Section 11.09 (1-3) including a first aid kit check.
2. Arranges for the routine scheduled maintenance of the bus in accordance with the warrantee, the Motor Vehicle Carrier Regulations, and annual Motor Vehicle Inspection Reports.
3. Maintains up-to-date bus maintenance records and logs for monthly review by the Kermode AHS Coordinator.
4. Cleans the bus interior daily, and washes the interior once per week using disinfectant solution. May be required to perform disinfectant washing on a more frequent basis during viral infection outbreaks, as directed by the Kermode AHS Coordinator.
5. Washes the exterior of the bus on a weekly basis, or as needed upon completion of field trips.
6. Ensures there is a child escort in place for each bus trip, the bus should not leave the pre-school center without a child escort (solicits an ECE worker if necessary)
7. Ensures children and other pre-approved bus passengers are seated and legally secure prior to departure.
8. At all times, operates the bus using a full range of defensive driving techniques.



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9. Operates the bus during child pick-up and drop-off in accordance, where appropriate, with Division 11: School Busses: Section 11.12(1-6) within BC Motor Vehicle Act Regulations.
10. Performs Other Related Duties, When So Requested by the Kermode Aboriginal Head Start Coordinator.

Grounds Maintenance:

1. Daily general maintenance check of the Aboriginal Head Start grounds, play area and playground equipment, removing and documenting any dirty and dangerous objects.
2. Weekly check and cleaning of all grounds around the Kermode Aboriginal Head Start building and parking lot.
3. During spring, summer and fall, documenting and reporting clogged drains, needed repairs on the exterior of the building, and documenting and reporting on general needs regarding grounds and parking lot maintenance.
4. During winter months ensures parking lot is cleared of snow, and walk ways have been sanded and salted as needed.
5. Monthly maintenance check of the Kermode Aboriginal Head Start's furnace and hot water tank, and documenting and reporting any needed repairs.

Qualifications:

1. Minimum grade 12 education
2. Possess a minimum of Class 4 unrestricted driver's license, with high quality drivers abstract.

Education and Knowledge:

1. Knowledge of Motor Vehicle Act Regulations as it relates to motor carriers and school buses.
2. Possess superior bus operation and defensive driving skills
3. Applies ability in planning and organizing bus routes.
4. Possess child passenger management skills.
5. Must enjoy working with children, and working in a team setting.



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MANDATORY REQUIREMENTS

1. TB test, and up-to-date immunization record
2. Annual doctors verification for fitness to work
3. Successful completion of a criminal records check
4. Sign a code of ethics and confidentiality agreement
5. Must complete a medical clearance form annually
6. Valid Child Safe First Aid Certificate or equivalent

Training and Experience:

1. Possess Child Safe first aid equivalent, or be willing to undertake sponsored training.
2. Minimum 3 years school or community bus driving experience