

## SPARE SCHOOL BUS DRIVER

**HOURS:** 6 hours per day (3hrs AM & 3hrs PM)

A split shift, which means an early morning before-school pickup and an after-school drop-off.

Additional hours gained through field trips and charters from community.

**START DATE:** As Soon As Possible

### POSITION DESCRIPTION:

As the bus driver for the Anishinaabeg of Naongashiing, you are responsible to ensure the safe and efficient transportation of students to and from school and other school related activities according to the procedures as laid down by the Province of Ontario and the Rainy River District School Board.

The Bus Driver reports to the Anishinaabeg of Naongashiing Education Director and works in cooperation with the school and RRDSB transportation department. As a bus driver for the Anishinaabeg of Naongashiing you are a role model for respect, responsibility and safety to our students.

### QUALIFICATIONS:

- Must be 21+ years old
- To drive a school bus in Ontario, you need either a B or an E Class licence
  - Class B: Drive school buses with 24+ seats
  - Class E: Drive smaller school buses 24 seats or less
- An excellent driving record as evidenced by a Ministry of Transportation Ontario Driver's Abstract
- A minimum of one (1) year school bus driving experience an asset
- Effective communication skills
- First Aid and CPR Level C certificate
- Criminal Record Check with Vulnerable Sector Screening
- School Bus Driver Improvement Course (SBDIC)
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**WAGE RANGE:** \$ 26-30hr

### POSITION DUTIES AND RESPONSIBILITIES

- Provides safe and efficient transportation to students
- Carries out duties and acts in accordance with laws, policies, procedures and regulations as laid down by:
  - a) The Highway Traffic Act
  - b) The Public Schools Act
  - c) Ministry of Transportation Ontario School Bus Driver's Handbook
  - d) Policies and procedures of the RRDSB transportation department
- Maintains route and route map completely up-to-date and ensures both are in a secure location in the assigned bus
- Maintains orderly student conduct in the bus and reports misconduct to the principal or designate of the school
- Completes a daily pre-trip inspection of any assigned bus, immediately reports any defects and completes log book entries
- Maintains the interior of any assigned vehicle in a clean and sanitary condition. Maintains the exterior as clean as weather conditions permit
- Maintains fluid levels in any assigned vehicle and fuels buses as required
- Reports all accidents (students or vehicles) at the time of the accident
- Conducts "Bus Evacuation" drills
- Completes required forms and reports
- Attends all driver's meetings and workshops
- Notifies the Education Director immediately of charges laid against the driver under the Highway Traffic Act or the Criminal Code of Canada
- Notifies the Education Director immediately of any medical condition that would impair the driver's ability to carry out the responsibilities of the position

**We can offer training if interested, No experience necessary. We offer training!**

### To Apply:

- Interested candidates are invited to submit their resume and cover letter to David Paul Human Resources at [davepaul@naongashiing.ca](mailto:davepaul@naongashiing.ca) – Open Until Filled