



EMPLOYMENT CONTRACT OPPORTUNITY

POSITION: School Bus Driver
LOCATION: Wikwemikong Board of Education
SALARY: According to WBE Daily Rate
START DATE: August 2018

Under the direct supervision of the Transportation Manager and general direction of the Wikwemikong Board of Education.

RESPONSIBILITIES:

- To transport children to and from school as determined by the Board, as followed by the set route.
- To transport children to and from activity locations as determined by the Board.
- To maintain proper order and discipline on the bus.
- Communicating clearly and interacting with parents, school employees, passengers, co-workers & the public in a courteous and professional manner;
- Maintain a daily report of activities via driver log book.
- To perform all busing duties and other duties as required.
- Perform daily vehicle safety inspections and maintain bus records for maintenance.
- Hours of work will be staggered with 4 hours daily, with day trips as requested from teaching staff.
- Any other related tasks as assigned by the Transportation Manager.

QUALIFICATIONS:

- Possess a driver's license issued by the Ministry of Transportation valid for the operation of the vehicle-type to be driven (72 passenger bus) B certification and Class E (24 passenger bus).
- Maintains an acceptable driving record in accordance with board policy.
- Perform daily, pre-trip vehicle inspections of the school bus, record the results of the inspection, and file a written report of any abnormalities on maintenance of the bus.
- Complete and submit Incident Report Forms as needed to the appropriate authorities (e.g. Principal)
- Attend and participate in annual in-service instruction for school bus.
- Participate in conducting school bus emergency evacuation drills as required.
- Knowledge and appreciation of Anishinabe culture, language, and heritage are considered definite assets.
- Provide three (3) references.
- Original criminal/vulnerable reference check; upon offer of employment.
- Training to be provided to successful candidates.

DIRECT APPLICATIONS TO: Mr. Clint Morris, Transportation Manager
Wikwemikong Board of Education
34 Henry Street
Wikwemikong, Ontario P0P 2J0
Tel: 705-859-3834 Fax: 705-859-3787
Email: cmorris@wbe-education.ca

DEADLINE: Friday, June 22, 2018 @ 2:00 p.m.
Only those considered will be contacted.