

# Bus Driver

## Duration:

Fixed-Term contract ending June 19, 2026, Full-Time - Three (3) Month Probation Period

## Division:

Daily Transportation, Public Works

## Salary:

\$892.80 - \$1,008.80 per week (40 hours per week)

## Deadline To Apply:

## Details

### Purpose:

Provides school bus driving services to the Kahnawà:ke community.

### Roles & Responsibilities:

**To pick-up and deliver school children to & from school/field trips in accordance with school bus operating rules and regulations.**

- Follows assigned bus route to and from school & for field trips on a rotating basis.
- Remains aboard the bus when the engine is on.
- Ensures unauthorized persons do not board the bus unless office permission has been provided.
- Ensures all children remain on board the bus until the destination has been reached.
- Verifies that the bus is unoccupied at the end of each run. If occupied, ensures that the child is safely transported to his/her proper destination.
- At the end of each run, verifies that children have all their belongings, notes/assesses any damages, and reports to the Manager of Daily Transportation.
- Ensures windows/doors of the bus are closed and keys are returned to the Manager of Daily Transportation's office.
- In the event of an accident, completes accident reports and contacts the Manager of Daily Transportation ASAP.
- Prepares and submits weekly timesheets.

**To carry out daily bus inspections and bus cleaning activities.**

- Verifies the proper working order of the lights, brake mechanism & emergency equipment.
- Verifies tire pressure, oil, fuel levels, and windshield washer solvent.
- Ensures up-to-date/accurate registration is in the bus.
- Carries out routine maintenance activities and reports repair requirements to the Manager of Daily Transportation.
- Cleans the interior/exterior on a daily basis, ensuring front & side windows and mirrors are clean.
- Ensures the school bus is in a safe & clean condition in accordance with rules and regulations.
- Prepares and submits weekly bus inspection reports for approval.
- Performs other job-related duties as directed by the immediate supervisor.

### Education & Experience

High School Diploma with Class 2 Driver's License and Bus Driver Competency Card.

### Knowledge, Skills & Abilities:

- Thorough knowledge of school bus operating procedures and experience, road/vehicle safety rules/regulations.
- General knowledge of vehicle inspection and mechanical maintenance requirements.
- Demonstrates quick response time as road conditions may be hazardous, especially in the event of inclement weather.
- Exhibits cautious and responsible driving habits.
- Communicates clearly and effectively with students, parents, and school administrators.

- Willingness to attend relevant training as required.
- To deal with internal and external clients in a tactful, discreet, and courteous manner.
- Ability to converse in both the Kanien'kéha and the French language is an asset.
- Willingness to learn Kanien'kéha is required.
- Maintains confidentiality.
- Adhere to the MCK Employment Policies and Kanien'kéha Language initiatives.

## Working Environment:

- Five-day work week.
- Moderate stress due to dealing with multiple children on a daily basis.
- Occasional overtime.

## Requirements:

Please address your application to MCK Human Resources. Forward your complete application via e-mail only to: **Applications@mck.ca**

- Ensure complete applications are submitted, including Letter of Intent and Resume. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Indigenous candidates.
- When adding attachments, please use PDF format. Any other formats may be blocked from our system.

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED**

## To Apply:

Email your applications with all the required documents to **applications@mck.ca**