

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**