



## MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIO'TÉNHSE RAOTIRIHWÀ'SHÓN:'A RONTERIHWATSTERÍSTHA'

### Core Job Information

<b>Job Title:</b>	Bus Driver
<b>Division:</b>	Public Works
<b>Reports To:</b>	Manager of Daily Transportation
<b>Date of Job Description</b>	May 2024

#### 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, break 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 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 immediate supervisor.



## MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSE RAOTIRIHWÁ'SHÓN:'A RONTERIHWATSTERÍSTHA'

*The statements herein reflect general details to describe the principal functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.*

### Education & Experience

- High School Diploma with Class 2 Drivers 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'keha and the French language is an asset;
- Willingness to learn Kanien'keha is required.
- Maintains confidentiality.
- Adhere to the MCK Administration Manual-Personnel Policy 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.
- Must be in a completely sober state while on duty (i.e. alcoholic beverages or drugs, etc).

### Commitment Statement

To serve the Kahnawake community with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

### Signatures

Employee's Signature: \_\_\_\_\_



**MOHAWK COUNCIL OF KAHNAWÀ:KE**

HUMAN RESOURCES UNIT

RONWATIO'TÉNHSE RAOTIRIHWASHÓN:'A RONTERIHWATSTERÍSTHA'

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_