School Bus Operator

Job Description

PURPOSE:

The school bus operator is responsible for the operation of the Mitaanjigamiing First Nations student transportation services and the physical maintenance of the school bus.

ACCOUNTIBILITY:

The school bus operator is accountable to the Education Director. The School Bus Driver is responsible for the implementation of duties and responsibilities as outlined in the job description. To abide by the policies and procedures of Mitaanjigamiing First Nation. To attend staff meetings and relevant training and workshops.

DUTIES:

- Operates the school bus to transport students to Fort Frances area schools safely and conscientiously.
- Generally ensures that the school bus is maintained in a safe and operable condition, including, but not limited to:
  - ensuring that all fluid levels are maintained at their proper level;
  - daily checks of the overall bus condition;
  - maintaining a vehicle log in its prescribed format and submit monthly to the Education Director.
- Ensure bus has safety check every six months and provide a copy of the certificate to the Education Director.
- Keep in contact with Education Director regarding any concerns.
- Keeps readily available for bus route and schedule changes
- Report any incidents and accidents with the children, parents, schools, traffic, etc.
- Report any changes to Driver's License or Traffic violations, immediately to the Education Director.
- Implements the School Bus Policy and ensures that a copy is kept in the school bus.
- Ensure two-way radio and cell phone is in working condition at all times.
- Must keep "fuel" card on the bus at all times.
- Must keep the bus registration current.

PRIMARY QUALIFICATIONS:

- Valid Class "B" Ontario drivers license
- Grade 12 Diploma or Grade Equivalent Diploma;
- 2 years Bus driving experience preferred.

TERMS AND CONDITIONS:

- Must provide a criminal reference check that is satisfactory to the Mitaanjigamiing First Nation.
- Must be able to obtain an Ontario Education Services Corporation Card.
- Must sign an Oath of Confidentiality, Declaration of Understanding, Conflict of Interest and Code of Conduct.
- Posses and maintain a valid Class "B" Ontario drivers license. Copy must be provided to the First Nation yearly.
- Ensure that a Commercial Vehicle Operators Registration (C.V.O.R.) Card or copy is in the school bus at all times.
- Be at least 21 years of age.
- Submit a Driver's abstract and a copy of a valid Driver's License prior to each school year commencing.
- Fulfill any other requirements set out by the Ministry of Transportation (i.e. medicals). A copy to be provided once a year.
- Obtain Grade 12 or GED within 2 years of hire, if applicable;
- Possess a valid First Aid/CPR Certificate.

EVALATIONS:

The School Bus Operator will be evaluated on a probationary and an annual basis by the Education Director.