

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake



P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

Tsi Nikaio 'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT

Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

Job Description

GENERAL INFORMATION	
Job Title:	Bus Driver #TR 15
Division:	Operations and Community Planning, Public Works, Daily Transportation
Date of Job Description:	October 2008
Terms:	Indeterminate
Job Reports to:	Manager of Daily Transportation

THE INCUMBENT
Name of Incumbent:
Date of Hiring:
Name of Supervisor:

GENERAL JOB DESCRIPTION
Under the supervision of the Manager of Daily Transportation, provides a school bus driving service to the Kahnawà:ke community.

RESPONSIBILITIES	TASKS
To pick-up and deliver school children to & from school/field trips in accordance with school bus operating rules and regulations.	<ul style="list-style-type: none"> ➤ 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

	<p>contacts the Manager of Daily Transportation ASAP.</p> <ul style="list-style-type: none"> ➤ Prepares and submits weekly and monthly timesheets.
To carry out daily bus inspections and bus cleaning activities.	<ul style="list-style-type: none"> ➤ 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; ➤ Prepares and submits weekly bus inspection reports for approval.
<ul style="list-style-type: none"> ➤ Performs other job related duties as directed by immediate supervisor. 	

ACCOUNTABILITY

- To not consume any alcoholic beverages or drugs and must be in complete sober condition while on duty;
- To refrain from smoking while aboard the bus with passengers;
- To ensure the safe delivery & pick-up of school children to and from school;
- To ensure that the school bus is in a safe & clean condition in accordance with rules and regulations;
- To deal with internal and external clients in a tactful, discrete and courteous manner;
- To maintain confidentiality;
- To adhere to MCK Administration Manual-Personnel Policy and Kanien'keha initiatives.

QUALIFICATIONS

Education and Experience Required	<ul style="list-style-type: none"> ➤ High School Diploma with Class 2 Drivers License and Bus Driver Competency Card.
Skills Requirements	<ul style="list-style-type: none"> ➤ Thorough knowledge of school bus operating procedures and experience, road/vehicle safety rules/regulations; ➤ General knowledge of vehicle inspection and mechanical maintenance requirements; ➤ Ability to converse in both the Kanien'keha and the French language is an asset; ➤ Willingness to learn Kanien'keha is required.

THE IMMEDIATE SUPERVISOR

THE INCUMBENT

DIRECTOR OF HUMAN RESOURCES