

STRENGTH  
PEACE  
UNITY

# Mohawk Council of Kahnawake



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

*Tsi Nikaio'tenhséro:tens Ne Onkweshón:'a Rotiió'tens*

**HUMAN RESOURCES UNIT**

Tel.: (450)632-7500  
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Website: [www.kahnawake.com](http://www.kahnawake.com)

## Job Description

GENERAL INFORMATION	
<b>Job Title:</b>	Bus Driver #TR 15
<b>Division:</b>	Operations and Community Planning, Public Works, Daily Transportation
<b>Date of Job Description:</b>	October 2008
<b>Terms:</b>	Fixed-Term
<b>Job Reports to:</b>	Manager of Daily Transportation

THE INCUMBENT	
<b>Name of Incumbent:</b>	
<b>Date of Hiring:</b>	
<b>Name of Supervisor:</b>	Spencer McComber

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"> <li>➤ Follows assigned bus route to and from school &amp; for field trips on a rotating basis;</li> <li>➤ Remains aboard the bus when the engine is on;</li> <li>➤ Ensures unauthorized persons do not board the bus unless Office permission has been provided;</li> <li>➤ Ensures all children remain on board the bus until the destination has been reached;</li> <li>➤ 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;</li> <li>➤ 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;</li> <li>➤ Ensures windows/doors of the bus are closed and keys are returned to the Manager of Daily Transportation's office;</li> <li>➤ In the event of an accident, completes accident reports and</li> </ul>

	<p>contacts the Manager of Daily Transportation ASAP.</p> <ul style="list-style-type: none"> <li>➤ Prepares and submits weekly and monthly timesheets.</li> </ul>
To carry out daily bus inspections and bus cleaning activities.	<ul style="list-style-type: none"> <li>➤ Verifies the proper working order of the lights, break mechanism &amp; emergency equipment.</li> <li>➤ Verifies tire pressure, oil, fuel levels, and windshield washer solvent.</li> <li>➤ Ensures up-to-date/accurate registration is in the bus.</li> <li>➤ Carries out routine maintenance activities and reports repair requirements to Manager of Daily Transportation;</li> <li>➤ Cleans the interior/exterior on a daily basis, ensuring front &amp; side windows and mirrors are clean;</li> <li>➤ Prepares and submits weekly bus inspection reports for approval.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Performs other job related duties as directed by immediate supervisor.</li> </ul>	

#### **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**

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

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THE IMMEDIATE SUPERVISOR

\_\_\_\_\_  
THE INCUMBENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PERFORMANCE MANAGEMENT ADMINISTRATOR