



## IDENTIFICATION:

Department	Position Title	
Tlicho Community Services Agency	Bus Manager (CJBS)	
Position Number(s)	Community (s)	Division/Region(s)
94-11534	Behchoko, NT (Edzo)	Education

## PURPOSE OF THE POSITION:

The purpose of this position is to ensure the safe, efficient and timely operation of the Tlicho Community Services Agency school bus, van and car fleet, and to drive a school bus. This is done in accordance with vehicle operating and maintenance manuals, Authority policies and practices related to the transportation of students and other passengers, and the NWT acts and regulations covering the operation of school busses. This is done to provide a fleet of mechanically reliable busses and to transport students and other passengers to classes and other events safely, on time, and to maximize bus operating and mechanical efficiency.

## SCOPE:

Based in Behchoko, NT (Edzo), with some trips to other locations, this position is accountable to the Vice-Principal of the Chief Jimmy Bruneau School who is co-located.

Three Bus Drivers report to the Bus Manager. The vehicle fleet consists of 5 school busses, 1 mini-bus, 2 vans and an automobile. The fleet transports approximately 300 students twice daily over 100kms on 4 routes. In addition, a number of field trips and trips to other communities (e.g. with school sports teams) which varies in total each school year, but typically total 4–6 per month. The Manager has authority to expend up to \$5,000 per invoice for vehicle parts, repairs and fuel, and recommends expenditures of greater amounts to the Vice-Principal for approval.

The position impacts directly in the provision of elementary and secondary education opportunities to Authority students who travel by bus, and the safe and economical operation of the fleet vehicles and garage.

## **RESPONSIBILITIES:**

**1. Manage the Authority's bus garage in order to provide cost efficient operation, maintenance, repair and security of assigned vehicles and of maintenance and repair equipment in the garage, and provide a safe and secure work environment for employees in accordance with Authority practices and policies, vehicle and equipment user and maintenance/repair manuals and GNWT Occupational Health & Safety and Workers' Compensation regulations and guidelines.**

- Purchases vehicle and maintenance equipment, spare parts, tools and shop supplies.
- Develops and implements a garage security plan.
- Supervises Bus Drivers working in the garage on maintenance, repair and other tasks.
- Conducts safety and fire prevention inspections and training.
- Contracts with and supervises the work of outside mechanics doing major repairs on Authority vehicles in the garage.

**2. Manage the transportation of students and other authorized passengers by Authority busses to ensure that they depart/arrive where and at what time they are required for classes and other activities, that safety standards are maintained and that busses are kept in a clean and mechanically sound condition.**

- Receives school bus passenger, mail and supply pickup routes and timings from Principals and resolves conflicts/problems.
- Assigns drivers to busses and established routes.
- Assigns drivers to un-scheduled trips such as field trips, trips to other communities with sports teams, as requested in TCSA request forms submitted by school administration.
- Supervises bus drivers vehicle operation, cleaning, maintenance and general performance. Reports performance and disciplinary problems to the Vice-Principal for resolution.
- Directs Bus Drivers in the compiling and recording of operating and maintenance records.

**3. Operate a school bus in order to transport students, other authorized passengers, mail and supplies daily between Rae and Edzo, and to other locations occasionally when directed, in order that these arrive/depart at scheduled times and travel safely.**

- Informs passengers of safety and discipline standards required during transportation, maintains order including imposing minor disciplinary action and reports problem cases and disciplinary actions to the applicable school principal or vice-principal.
- Picks up and delivers mail and supplies between suppliers, the post office and the schools.
- Drives the bus.

**4. Keep assigned bus in good working order so that it is in a safe operating condition, that standard user maintenance is performed and that problems or potential problems requiring repair or replacement are identified and promptly reported and auctioned.**

- Performs operator inspections and maintenance tasks on bus as required by the vehicle operator's manual and Authority practice. Assists mechanics working on assigned bus.
- Cleans bus interior and exterior.
- Maintains vehicle daily operating log.
- Performs vehicle maintenance checks and tasks according to established schedules.

**5. Perform other tasks, including driving for out of community bus trips, and building and grounds maintenance as may be assigned from time to time.**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- A valid Class 2 GNWT driver's license with Air and Bus Endorsements is required to meet vehicle operating regulations, and safely operate a school bus.
- The ability to read and write English at a level that would most commonly be acquired through the completion of Grade 10 education is essential in order to follow highway signs, vehicle operating instructions and maintenance manuals, follow written instructions and complete operating logs and administrative forms and write reports and recommendations to management.
- A knowledge of vehicle mechanical operations is would most commonly be acquired through completion of Journeyman training as an auto or heavy duty mechanic is necessary in order to perform and supervise maintenance checks, tasks and repairs.
- The incumbent must be able to direct the work of a staff of bus drivers with particular need for giving clear direction and evaluating performance in order to effectively supervise the Bus Drivers. This ability would most commonly be acquired two years work experience in a supervisory capacity.
- The ability to deal patiently, pleasantly and effectively with school age children is essential to maintain order on the bus.

**WORKING CONDITIONS:**

**Physical Demands:**

Approximately 50% of the incumbent's time is spent sitting, driving a bus that has power steering, typically two or three times a day for 1 hour each trip.

Approximately 50% of the incumbent's time is spent standing, walking, crouching, kneeling while performing, or checking the performance of, operating and maintenance checks and tasks. This occurs daily as required by maintenance and inspection schedules and the occurrence of symptoms of vehicle problems.

Performing some maintenance and repair tasks involves lifting and lowering/fitting heavy parts of up to 50lbs, or, with assistance, heavier items as in a wheel change. This is done in a confined space while crouching, stretching, kneeling or in a prone position. Typically this will occur daily, over periods of up to 3 hours at a time when repairs are in progress.

#### **Environmental Conditions:**

Generally, the incumbent is not exposed to environmental hazards. However, when vehicle breakdowns/flat tires occur while on a trip, the incumbent either as a driver, or when called out to assist, will be exposed to temperatures as low as -40C for more than 1 hour while doing repairs/adjustments. Typically this occurs once or twice a winter.

#### **Sensory Demands:**

Safe driving requires constant attention to other vehicles, road conditions, signs, vehicle sounds etc. which involve visual, hearing, hand and eye coordination (steering etc.) and sensitivity to vibration. This occurs two or three times daily for approximately 1 hour each trip and during longer trips out of the community.

Performance of maintenance checks and tasks and doing minor repairs requires manual dexterity and close visual observation. This occurs daily for up to 2 hours at a time.

#### **Mental Demands:**

In the event that passengers become noisy or undisciplined, their activities may endanger the driver and other passengers impose a major stress on the incumbent during two or three daily trips of up to 1 hour each, and during occasional longer trips out of the community. Typically this is likely to occur once a month.

The incumbent is required to concentrate on the details of safe vehicle operation daily, and particularly during winter trips when on average, once a week, driving conditions are marginal.

#### **ADDITIONAL REQUIREMENTS:**

##### **Position Security (check one)**

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check