



IDENTIFICATION

Department	Position Title	
Tłchq Community Services Agency	Relief Bus Driver	
Position Number	Community	Division/Region
94-15610	Behchokq	Education / Tłchq

PURPOSE OF THE POSITION

The Relief Bus Driver provides safe, reliable, and consistent transportation of students to and from school and school related activities. This role ensures the safety and well-being of all passengers while maintaining compliance with the *Education Act*, the *Motor Vehicle Act* and Standards, and the policies and procedures of the division, district, and school.

SCOPE

Based in Behchokq, with some trips to other locations, the Relief Bus Driver reports to the Vice Principal, and is responsible to transport students and passengers safely, on time, and to maximize bus operating and mechanical efficiency.

The incumbent is responsible for transporting approximately 60 students twice daily, covering up to 100 km each school day. The Bus Driver plays a critical role in supporting access to education by ensuring the safe, reliable, and timely transportation of students. This position directly impacts the daily educational opportunities of the students who rely on the service, as well as the safe and efficient operation of the school bus program.

The Relief Bus Driver operates a school bus equipped with power steering. On a daily basis, this role requires the incumbent to stand, walk, bend, and crouch while performing operating and maintenance checks and tasks in accordance with established maintenance schedules and operational requirements. Routine maintenance and minor repair tasks may involve lifting, lowering, or positioning cumbersome components. Heavy items will be handled with assistance, and tasks may be performed in confined spaces and may also require sustained crouching, stretching, kneeling or working in a prone position.

RESPONSIBILITIES

1. Transportation and Safety

- Operate a school bus safely on assigned routes and schedules within Behchokq, between Edzo and Behchokq, and to other authorized locations.
- Transport students, authorized passengers, as well as mail and supplies for the Agency on a daily basis.
- Ensure passengers arrive and depart according to schedule to prevent students from waiting outdoors unnecessarily.
- Ensure all travel is conducted safely and in compliance with traffic laws, policies, and safety standards.
- Inform passengers of safety expectations and appropriate behaviour; maintain order and apply minor disciplinary actions as required, reporting issues as necessary.
- Assist students during boarding, exiting, and road crossing when required.
- Support safe and respectful student conduct during transport.

2. Vehicle Inspection, Maintenance and Logistics

- Maintain the assigned bus in safe operating condition and ensure it is fit for service at all times.
- Perform pre-trip, in-transit, and post-trip inspections in accordance with vehicle manuals and Agency practices.
- Identify and promptly report mechanical issues or safety concerns to the Vice Principal.
- Carry out minor vehicle repairs and routine maintenance as authorized.
- Conduct scheduled maintenance checks and tasks and report major deficiencies immediately.
- Clean and maintain both the interior and exterior of the vehicle.
- Maintain daily operating logs, inspection records, and other required documentation.
- Pick up and deliver mail and supplies between the post office, suppliers, and schools.
- Primarily conduct maintenance-related activities at the main bus garage located in Edzo.

3. Student Management, Communication and School Environment.

- Maintain a safe, respectful, and inclusive environment for all passengers.
- Communicate effectively with students, school staff, parents, and supervisor.
- Build positive relationships with students through respectful and supportive interactions.
- Participate in school teams and committees (e.g., Safe and Caring Schools, Occupational Health and Safety (OHS), Language and Culture teams).
- Support school initiatives such as Inclusive Schooling and Indigenizing Education.
- Contribute to a collaborative, culturally respectful, and team-oriented work environment.

4. Compliance, Training and Safety Standards.

- Adhere to all Agency policies, transportation regulations, and safety procedures.
- Participate in ongoing training to maintain and enhance skills, including:
 - First Aid (CPR C)

- Safe Bus Operator training
- Non-violent Crisis Intervention
- Wilderness First Aid
- Workplace Hazard Materials Information System (WHMIS) and Occupational Health and Safety (OHS) training
- Other driving and safety courses, as required
- Follow emergency procedures and respond appropriately to incidents.

5. Perform other assigned tasks, as required, including:

- Driving for out-of-community trips and special events.
- Assisting with basic building and grounds maintenance.
- Supporting cultural and language activities and initiatives.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

The position requires a high level of sensory attention and sustained concentration to ensure the safe operation of the vehicle and supervision of passengers.

- **Visual concentration:** Continuous visual attention is required to monitor road conditions, traffic patterns, weather, signage, pedestrians, and student activity inside and around the bus. This includes frequent shifting of focus between near (dashboard, mirrors) and far distances (roadway conditions).
- **Auditory awareness:** Acute hearing is necessary to detect traffic sounds (e.g., horns, emergency vehicles), mechanical issues, and student noise levels that may indicate unsafe behaviour or situations.
- **Divided attention and multitasking:** The role requires the ability to simultaneously operate the vehicle, monitor student behaviour, observe surroundings, and respond to unexpected events in real time.
- **Situational awareness:** Constant awareness of environmental conditions (e.g., weather, road hazards, wildlife, and changing light conditions) is required, particularly in northern and remote settings.
- **Communication demands:** The incumbent must be able to listen and respond clearly to student inquiries, radio communications, and instructions from dispatch or supervisors.
- **Concentration under distraction:** The ability to maintain focus despite noise, movement, and behavioural distractions from passengers is essential to ensure safety.

Mental Demands

In the event that passengers become noisy or disorderly, their activities may endanger the driver and passengers. The role carries significant responsibility for the safety and well-being of students and passengers, requiring consistent vigilance and adherence to safety protocols. The incumbent is required to make timely and appropriate decisions related to driving conditions, route adjustments, student safety, and unexpected events (e.g., weather changes, road hazards, or behavioural incidents). 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.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of traffic laws, regulations, and defensive driving practices.
- Knowledge of school transportation safety standards and procedures.
- Knowledge of vehicle operation, inspection requirements, and basic maintenance practices.
- Knowledge of emergency procedures and first aid protocols.
- Knowledge of student supervision practices and behavioural expectations.
- Understanding of occupational health and safety (OHS) standards and safe work practices.
- Safe driving skills, including the operation of large vehicles under varying road and weather conditions, and the ability to keep informed as to weather-related driving conditions.
- Observation and monitoring skills to track road conditions, traffic, and student behaviour simultaneously.
- Communication skills to interact clearly and respectfully with students, parents, school staff, and supervisor.
- Time management skills to maintain schedules and routes efficiently.
- Mechanical skills to perform routine inspections and minor maintenance tasks.
- Conflict management skills to address minor behavioural issues calmly and appropriately.
- Record-keeping skills to complete logs, inspection reports, and incident documentation.
- Ability to maintain sustained concentration and situational awareness while driving.
- Ability to make sound judgments and respond quickly to changing or emergency situations.
- Ability to manage student behaviour in a calm, fair, and consistent manner.
- Ability to work independently with minimal supervision.
- Ability to adapt to changing schedules, routes, and environmental conditions.
- Ability to lift and handle equipment or parts (up to 50 pounds) and perform physical tasks such as bending, crouching, and kneeling.
- Ability to work effectively as part of a team within a school and community environment.
- Ability to build respectful and culturally appropriate relationships with students and community members.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Valid Northwest Territories (NWT) Class 2 driver's license with Air Brake and Bus endorsements. High school diploma (or equivalent). One (1) year of professional driving experience supported by a clean driver's abstract.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

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

French language (check one if applicable)

- French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) Intermediate (I) Advanced (A)
 - READING COMPREHENSION:
 - Basic (B) Intermediate (I) Advanced (A)
 - WRITING SKILLS:
 - Basic (B) Intermediate (I) Advanced (A)
- French preferred

Indigenous language: Tlicho

- Required
- Preferred