



IDENTIFICATION

Department	Position Title	
Tlicho Community Services Agency	Relief Bus Driver	
Position Number	Community	Division/Region
94-15610	Behchoko	Education, Tlicho Region

PURPOSE OF THE POSITION

The Relief Bus Driver provides safe, reliable, and consistent transportation of students in order to assist with the effective and efficient operation of the school. The relief bus driver must abide by the Education Act and, the Motor Vehicle Act and Standards, the policies and procedures of the division district, and school; under the general direction of the Bus Manager. This is done to transport students and passengers safely, on time, and to maximize bus operating and mechanical efficiency.

SCOPE

Based in Behchoko, with some trips to other locations, this position is accountable to the Bus Manager. Typically, the incumbent transport 60 students twice daily up to a total of 100 km on each school day. The position impacts directly on the provision of education opportunities to approximately 60 students who use the bus service each day, and on the safe and economical operation of the school bus service. Relief employees are used to provide last minute shift coverage, often a single shift at a time, and provide services on an as-and-when required basis.

RESPONSIBILITIES

1. Operate a school bus.

- To transport students within Behchoko and between Edzo and Behchoko, other authorized passengers, and transport mail and supplies for the Authority daily between Behchoko and Edzo and to other locations.
 - Ensure passengers arrive/depart at scheduled times, in order that students are not kept waiting outdoors.
 - Ensure that travel is always conducted safely.
 - Informs passengers of safety and discipline standards required during transportation, maintains order imposing minor disciplinary actions, and reports.
 - Picks up and delivers mail and supplies between the post-office, suppliers and the schools.
 - Safely drives the bus.
- 2. Keep assigned bus in good working order so that it is in a safe operating condition, standard user maintenance is performed, and that problems or potential problems requiring repair or replacement are identified and promptly reported.**
- Performs operator inspections and maintenance tasks prior to, during and on completion of trips as required by the vehicle operator's manual and Authority practice.
 - Cleans vehicle interior and exterior.
 - Maintains vehicle daily operating log and other records.
 - Performs minor vehicle repairs as directed or authorized by Authority practice.
 - Performs vehicle maintenance checks and tasks according to established schedules. Reports major mechanical and safety malfunctions and deficiencies immediately to the Bus Manager. These activities will primarily occur at the main bus garage located in Edzo.
 - Participates in on-going training to stay current on safe operation, maintenance, and interactions with students. Including but not limited to: First Aid CPR C, Safe Bus Operators Course, other driving courses, Non-violent Crisis Intervention, Wilderness First Aid, WHMIS, and other OHS training.
- 3. Contribute to a positive school environment.**
- Participate on school teams including but not limited to Safe and Caring Schools Committees, OHS teams, and Language and Culture teams.
 - Support the schools efforts to implement territorial protocols including Inclusive Schooling, Indigenizing Education, and engage with students with positive interactions.
 - Work as part of a collaborative and respectful team.
- 4. Performs other tasks including but not limited to: driving for 'out of community' bus trips, building and ground maintenance, and cultural support work.**

WORKING CONDITIONS

Physical Demands

Approximately 50% of the incumbent's time is spent sitting behind the wheel of the bus with

power steering, two or three times a day for 1 hour at a time.

Approximately 50% of time is spent standing, walking, crouching etc. while performing operating and maintenance checks and tasks. These occur daily as required by maintenance schedules.

Performing some maintenance and repair tasks involves lifting and lowering/fitting heavy parts of up to 50lb. alone, or with assistance heavier items e.g. a wheel replacement. This must often be done in a confined space while crouching, stretching, and kneeling or in a prone position. Typically this will occur daily, over periods of up to three hours at a time.

Environmental Conditions

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

Sensory Demands

Safe driving requires constant focused visual and listening 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 daily for 1 hour on each of 3 daily trips, and during longer trips, which occur occasionally.

Performance of maintenance checks and tasks, and doing minor repairs requires manual dexterity and close visual observation. This occurs daily for up to 30 minutes at a time, and when doing repairs up to 3 hours.

Mental Demands

In the event that passengers become noisy or undisciplined, their activities may be endanger the driver and passengers imposing a high intensity of stress on the incumbent during up to 3 daily trips of up to 1 hour each, and during occasional trips out of the community that typically last up to 4 hours or more. Typically, such incidents are likely to occur monthly.

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.

The foregoing statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge

- Knowledge of the Workplace Hazardous Material Information System Training as provided and continuously updated as required by the employer.
- Knowledge of Workplace safety training as provided and continuously updated as required by the employer.
- Knowledge of Transportation of Dangerous Goods Training as provided and continuously updated as required by the employer.
- Skill
 - Emergency First-Aid and CPR C training as provided and continuously updated as required by the employer.
 - Safe operation of vehicles, including maintaining a clean driver's abstract.
- Abilities
 - The ability to read and write English at a level that would most commonly be acquired through the completion of Grade 8 education is essential in order to follow highway signs, vehicle operating manuals, follow written instructions and complete operating logs and administrative forms.

Typically, the above qualifications would be attained by:

- Valid Class 2 GNWT driver's license with Air and Bus Endorsements is required to meet vehicle operating regulatory requirements, and for safe bus driving by hire date (registration in course and/or for exam may be accepted).
- Grade 12 High School Education
- 1 year professional driving experience preferred

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

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