



Gwa'sala-'Nakwaxda'xw School

PO Box 1799, 182 Ba'as Road

Port Hardy, BC V0N 2P0

Phone (250) 949-7743

Fax (250) 949-7422

"Strong Together In All We Do"

Employment Opportunity - Bus Driver

The Gwa'sala-'Nakwaxda'xw School is a band operated independent school that enrolls 125 students from Preschool to Grade 7. There is a continuing bus driver position being offered at Gwa'sala-'Nakwaxda'xw School for the 2022-2023 school year, starting on August, 29, 2022.

Job Scope

- Reports to School Principal.
- Transports students and operates school bus in a safe efficient manner in accordance with statutory requirements and school policy, regulations and guidelines.
- Organizes maintenance of the school bus and van.

Duties and Responsibilities

- Becomes familiar with and conforms to school policy and regulations on transportation of students.
- Performs pre-trip inspections, cleans bus, and installs snow chains when required.
- Conveys students on prescribed routes and schedules; maintains discipline on the bus.
- Reports equipment malfunctions and student discipline problems to school principal.
- Assists in the care of sick or injured students.
- Maintains student list, driver's log sheet, field trip log sheet, and discipline forms.
- Performs other duties necessarily incidental to those assigned above.

Qualification and Experience

- Secondary school graduation (with Dogwood Certificate or equivalent).
- Valid class 2 B.C. driver's licence with an air brake endorsement.
- Good interpersonal and communication skills.
- Ability to understand and effectively carry out oral and written instructions.
- Skill in safe and efficient operation of buses with capacity of 54 passengers or more. Ability to establish and maintain satisfactory discipline on buses.
- Must be physically fit and pass a medical examination.
- Valid Level 1 first aid certificate or equivalent.
- Previous experience working with students with exceptionalities an asset.
- Recent safe driving experience including two to three years of recent successful experience driving buses with a capacity of at least 54 passengers.

Closing date for this position is **August 22, 2022 at 3:00 PM**. Only those short-listed will be contacted. Please email applications, including a cover letter stating your interest, a current resume listing experience, qualifications, as well as a copy of your driving abstract to:

Reed Allen - Principal

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Tel: (250) 949-7743 Fax: (250) 949-7422

E-mail: rallen@gwanak.bc.ca