

Position Title: Bus Driver	Date Created: August 19, 2019
Team: Head Start/Early Learning Programs	Date Approved:
Date Amended: August 19, 2019	<i>Contract position September 2019 – June 2020 14 hours/week Monday-Thursday</i>

A. POSITION: Aboriginal Head Start Bus Driver

B. Immediate Supervisor: Early Learning Program Lead

C. Position Summary: The Aboriginal Head Start Bus Driver is accountable to the United Native Friendship Centre and responsible to the policies and direction as determined by the UNFC Board of Directors and Executive Director. The AHS Bus Driver will ensure that the goals and objectives and overall policy of the AHS Program are adequately met. Providing safety and support to the Aboriginal Head Start and Early Learning Programs.

D. Qualifications:

- Satisfactory Vulnerable Sector and Criminal Reference check
- Minimum 2 years bus driving experience
- Clean driver’s abstract
- Ability to carry out assigned route
- Excellent communication skills
- Be culturally sensitive to the needs of indigenous children and their family
- Current First Aid/CPR and WHMIS

E. Responsibilities:

- Transport preschool children to and from the Head Start Program in mornings and afternoons
- Ensure children’s safety when boarding, leaving the bus and crossing streets while bus is stopped
- Maintain a clean and mechanically sound bus at all times
- Obey all traffic laws

- Ensure the safety of all passengers
- Perform inspections of the bus before and after each bus run
- Confirm daily bus runs
- Record mileage each day
- Report delays, mechanical problems and accidents immediately
- Be available for field trips and other excursions when scheduled
- Schedule annual inspections
- Other related duties as requested
- Hours may vary in winter months