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**P.O. BOX 250  
PARRY SOUND, ONTARIO  
P2A 2X4**

**PHONE:**  
(705) 746-2531  
**FAX:**  
(705) 746-5984

**CHIEF**  
Shane Tabobondung

**CHIEF COUNCILLOR**  
Elizabeth Taylor

**COUNCILLORS**  
Walter Tabobondung  
Neil Swanson  
David Rice  
Pazhe Rice-Menominee

## EMPLOYMENT OPPORTUNITY

**PROGRAM AREA:** Education  
**POSITION TITLE:** School Bus Driver  
**DURATION:** Part-Time  
**CLOSING:** OPEN UNTIL FILLED

### Position Summary:

Wasauksing First Nation is accepting applications for a School Bus Driver. The bus driver is a part-time position for the academic year, effective from September to June. The bus driver is responsible for the daily pick-up and delivery of the students attending Wasauksing Kinomaugewgamik. The bus driver will be responsible of the maintenance of the bus to ensure the safety of the passengers.

### Job Duties & Responsibilities:

- Prepare and follow a routine of daily safety checks of both the interior and exterior of the bus.
- Follow a developed schedule of student pick-up and drop-off times.
- Maintain both an Ontario School Bus Inspection Logbook and a Daily Drivers Time Logbook- submitting copies to the school office weekly.
- Report regularly to the principle regarding repairs, issues regarding students, inclement weather, etc.
- Maintain order among students- has authority to control and discipline students being transported to and from school/school activity.
- Maintain the bus in good mechanical running condition, reporting any deficiencies with the principal before having work done.
- Clean the interior (daily) and the exterior (when necessary), restock supplies when necessary.
- Follow MTO driving regulations for school bus drivers.
- Perform other duties as necessary.
- Maintain a school cell phone and return it at the end of the school year.
- Follow safety rules as students are boarding and exiting the bus and as they cross the streets/roadways near the designated bus stops.
- Submit a revised student pick off and drop off schedule to the Principal and school office bi-annually;
- Adhere to all policies and procedures of Wasauksing First Nation and any other relevant policies and procedures from external agencies and partners
- Perform other duties within the scope of the position as assigned by the Manager Or Supervisor

- Highway Traffic Act and laws relating to school buses.
- Have some working knowledge of basic mechanics and the maintenance of a vehicle.
- Some experience interacting with students and being able to enforce rules.
- Good geographical knowledge of Wasauksing First Nation & Parry Sound.
- Ability to speak, read, and understand Anishnaabemowin (Ojibway Language) is an asset

#### **Other Requirements:**

- Strong understanding of traffic laws, school transportation regulations, and emergency procedures.
- Strong decision-making skills to respond appropriately to safety, mechanical, traffic, and road conditions.
- Must have a proficient level of communication skills, verbal and written.
- Must possess excellent organizational and time-management skills.
- High degree of visual acuity
- Valid Driver's License and reliable personal vehicle, and clean driving record.
- Willing to work flexible hours as required, including evenings and weekends
- This position requires the individual to work with various families, youth and children. To protect children, youth and vulnerable persons, Wasauksing First Nation requires the individual to provide a vulnerable sector. Or criminal record check

*Paid Training is included for the selected candidate.*

**This position will remain OPEN UNTIL FILLED.**

Please send your resume with a cover letter, contact information and two recent employment references to:

**Contact collecting resumes**

Email: [hadmin@wasauksing.ca](mailto:hadmin@wasauksing.ca)

**Wasauksing First Nation**

**P.O. Box 250 Parry Sound, ON P2A 2X4**

**We also accept online applications through:**

<https://wasauksing.bamboohr.com/careers>

Or package may be dropped off at the following physical address:

**Administration Office**

**1508 Geewadin Road Lane G**

**Wasauksing First Nation**

*Preference may be given to Indigenous candidates with relevant on reserve employment experience and/or those with knowledge and understanding of the Wasauksing First Nation History and Community. "Only those selected for an interview will be contacted. We wish to thank everyone for their application."*

#### **Education & Experience:**

- Must be familiar and keep updated on the