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EMPLOYMENT OPPORTUNITY

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

Position Summary:

Wasauksing First Nation is accepting applications for a School Van Driver. The Van driver is a part-time position for the academic year, effective from September to June. The Van driver is responsible for the daily pick-up and delivery of the students attending Wasauksing Kinomaugewgamik. The Van driver will be responsible of the maintenance of the van 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 van.
- Follow a developed schedule of student pick-up and drop-off times.
- Maintain both an Ontario School Vehicle 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 vehicle 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 vehicle 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 van and as they cross the streets/roadways near the designated 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 vehicles.
- 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

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