

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake

P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

Tsi Nîkaió 'tenhiseró:tens Ne Onkweshón: 'a Rotiió 'tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY

POSITION:

Three (3) School Bus Drivers, Public Works

DURATION:

Two (2) Indeterminate, Full-Time
One (1) Fixed-Term (52 weeks)
Six (6) Month Probation Period

DESCRIPTION:

See Attached Job Description

SALARY:

Hours of Operation
Hours per week

\$877.20 to \$990.80 Per Week
7:00 a.m. to 5:00 p.m.
40 hours per week

**DEADLINE FOR
APPLICATION:**

Wednesday March 27, 2024 - 4:00 p.m.

REQUIREMENTS:

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR
YOUR APPLICATION TO BE CONSIDERED**

- ✓ Applicant checklist
- ✓ Letter of intent
- ✓ Resume

SPECIAL REQUIREMENTS:

- ✓ The candidate needs a Class 2 driver's license. This is not negotiable.
- ✓ Must have a Bus Driver competency card or already be registered in a course in the next 6 months.

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing.
Forward your complete application via e-mail only to: Applications@mck.ca

NOTE: All forms and requirements are listed on our website:
www.kahnawake.com/jobs

- Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Aboriginal candidates.

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Job Description

GENERAL INFORMATION	
Job Title:	Bus Driver #TR 15
Division:	Operations and Community Planning, Public Works, Daily Transportation
Date of Job Description:	December 2020
Terms:	Indeterminate
Job Reports to:	Manager of Daily Transportation

THE INCUMBENT	
Name of Incumbent:	
Date of Hiring:	October 4, 2021
Name of Supervisor:	Spencer McComber

GENERAL JOB DESCRIPTION
Under the supervision of the Manager of Daily Transportation, provides a school bus driving service to the Kahnawà:ke community.

RESPONSIBILITIES	TASKS
To pick-up and deliver school children to & from school/field trips in accordance with school bus operating rules and regulations.	<ul style="list-style-type: none">➤ Follows assigned bus route to and from school & for field trips on a rotating basis;➤ Remains aboard the bus when the engine is on;➤ Ensures unauthorized persons do not board the bus unless Office permission has been provided;➤ Ensures all children remain on board the bus until the destination has been reached;➤ Verifies that the bus is unoccupied at the end of each run. If occupied, ensures that the child is safely transported to his/her proper destination;➤ At the end of each run, verifies that children have all their belongings, notes/assesses any damages and reports to the Manager of Daily Transportation;➤ Ensures windows/doors of the bus are closed and keys are returned to the Manager of Daily Transportation's office;

	<ul style="list-style-type: none"> ➤ In the event of an accident, completes accident reports and contacts the Manager of Daily Transportation ASAP. ➤ Prepares and submits weekly and monthly timesheets.
To carry out daily bus inspections and bus cleaning activities.	<ul style="list-style-type: none"> ➤ Verifies the proper working order of the lights, break mechanism & emergency equipment. ➤ Verifies tire pressure, oil, fuel levels, and windshield washer solvent. ➤ Ensures up-to-date/accurate registration is in the bus. ➤ Carries out routine maintenance activities and reports repair requirements to Manager of Daily Transportation; ➤ Cleans the interior/exterior on a daily basis, ensuring front & side windows and mirrors are clean; ➤ Prepares and submits weekly bus inspection reports for approval.
<ul style="list-style-type: none"> ➤ Performs other job related duties as directed by immediate supervisor. 	

ACCOUNTABILITY	
<ul style="list-style-type: none"> ➤ To not consume any alcoholic beverages or drugs and must be in complete sober condition while on duty; ➤ To refrain from smoking while aboard the bus with passengers; ➤ To ensure the safe delivery & pick-up of school children to and from school; ➤ To ensure that the school bus is in a safe & clean condition in accordance with rules and regulations; ➤ To deal with internal and external clients in a tactful, discreet and courteous manner; ➤ To maintain confidentiality; ➤ To adhere to MCK Administration Manual-Personnel Policy and Kanien'kéha initiatives. 	

QUALIFICATIONS	
Education and Experience Required	<ul style="list-style-type: none"> ➤ High School Diploma with Class 2 Drivers License and Bus Driver Competency Card.
Skills Requirements	<ul style="list-style-type: none"> ➤ Thorough knowledge of school bus operating procedures and experience, road/vehicle safety rules/regulations; ➤ General knowledge of vehicle inspection and mechanical maintenance requirements; ➤ Ability to converse in both the Kanien'kéha and the French language is an asset; ➤ Willingness to learn Kanien'kéha is required.

THE IMMEDIATE SUPERVISOR

THE INCUMBENT

DATE

PERFORMANCE MANAGEMENT ADMINISTRATOR