

Employment Opportunity: Aboriginal Head Start Bus Driver/Maintenance Worker

The Head Start Driver/Maintenance will pick up the children and bring them to the Head Start and will take the children home at the end of the program period/ day. The Head Start Driver/Maintenance worker will maintain the classroom and bus as required. Applicant philosophy should align with the UnBQ philosophy, vision and mission statements.

Duties:

- make sure each child is buckled in a seat belt when going to and returning home
- make sure an adult is home before leaving the child. If a parent or guardian is not at home the driver will contact the Head Start Coordinator, then a decision will be made
- will maintain the classroom
- maintain and complete inspections for the Head Start bus and keep a copy of all receipts
- complete all A.H.S. required written documentation by due dates specified (ex. incident reports, monthly reports, contact sheets, attendance sheets, hours of service, trip inspections)
- keep track of oil changes and gas receipts
- assists co-workers with scheduled cleaning/sanitizing routines
- duties as deemed necessary

Position Specifications:

- The bus driver will have or be willing to work towards their minimum Level 1 ECE training;
- Will maintain CPR and First Aid training;
- Will maintain a valid class 1,2 or 4 driver's license with S Endorsement at all times to operate the Head Start bus;
- Provide a clean driver's abstract within the last 6 months and maintain a clean drivers abstract;
- Be physically able to assist children in and out of the bus as required;
- Required training or willing to take Cargo Securement, Hours of Service and Trip Inspections;
- Will provide a criminal check and CPIC for working with children.

Working Conditions:

The Head Start bus driver shall:

- Work independently in a community setting
- Maintain individual confidentiality in a public environment
- Be physically able to perform all tasks

Posted: March 2, 2021 Please submit resumes to: Sheila Poitras, UnBQ Box 279, St. Paul, AB T0A 3A0 or Fax (780)645-5215 or Email sheilap@bluequills.ca.

Closing Date: March 16, 2021 or until suitable candidate found. We thank all applicants for their interest, however only those chosen for an interview will be contacted.