



School Shuttle Bus Driver

Permanent – Part-Time, Split-Shift (approximately 24 hours/week)

Competition #: 2025-03

Location: Based out of the Yaqit ʔa:knuqʔi'it Administration Office

Position Summary:

Yaqit ʔa:knuqʔi'it First Nation (Tobacco Plains Band) is a rural First Nation located near Grasmere, BC, in one of the most beautiful and natural parts of British Columbia. The School Shuttle Bus Driver is responsible for the safe operation of the shuttle bus and other designated vehicles to transport students. This role prioritizes passenger safety and well-being, ensures the shuttle bus remains in good working condition, and compliance with all traffic laws and regulations. This is a seasonal position aligned with the school year, featuring a split-shift schedule.

Cultural Safety:

Our organization is committed to serving the ʔakanuxuník people in a manner that respects, enhances, and promotes their cultural identity and well-being. This position supports cultural safety by ensuring transportation services are provided in a culturally safe and respectful manner and supporting students, families, and the community by providing reliable and safe transportation.

Responsibilities:

- Safely operate the school shuttle bus and transport students to and from school.
- Conduct pre-trip and post-trip inspections, ensuring the shuttle bus is in safe operating condition, and report any mechanical or safety concerns.
- Follow assigned bus routes and schedules, ensuring timely arrival and departure from designated stops.
- Ensure all passengers adhere to safety regulations, including seatbelt use and proper boarding/disembarking procedures.
- Maintain accurate records of bus mileage, fuel consumption, and inspections.
- Monitor and manage student behavior to ensure a safe and respectful environment on the bus.
- Accurately complete and submit required forms such as student misconduct reports and traffic violations.
- Report unsafe conditions, road hazards, discipline issues, or scheduling conflicts to the Manager.
- Maintain cleanliness of the bus through regular interior and exterior cleaning.
- Administer first aid when required and follow emergency procedures in the event of an accident.
- Attend training sessions, safety meetings, and other relevant courses as required.
- Provide a drivers abstract annually.
- Other duties as assigned.

Qualifications:

Required Education and Experience:

- Grade 12 or equivalent.
- British Columbia Class 4 driver's license.
- Clean driver's abstract.
- Level 1 First Aid Certificate.

- Criminal Record Check & Vulnerable Sector Check (to be completed upon hiring).

Required Knowledge, Skills, and Abilities:

- Strong understanding of traffic laws, school transportation regulations, and emergency procedures.
- Effective communication skills, both verbal and written.
- Ability to work independently and manage responsibilities with minimal supervision.
- Strong decision-making skills to respond appropriately to safety, mechanical, traffic, and road conditions.
- Ability to effectively and appropriately manage student behavior on the bus.
- Knowledge of First Nation and local government organizational functions and responsibilities.

Compensation:

- \$21.00 – \$26.68 per hour
- Medical, Dental, Disability and Life Insurance plans.
- Pension Program.
- Standard benefits as a Federally Regulated Employer.

Application Process:

This position is open until filled. Please send your resume and cover letter to:

Email: hr@tobaccoplains.org

Or mail to:

Human Resources
Yaq̓it ʔa-knuq̓i'it First Nation
PO Box 76, Grasmere BC V0B 1R0