



# RIEL Institute for Education & Learning

## Aboriginal Head Start Program



### Job Posting

**Opening Date: February 6, 2018**

### Calgary Aboriginal Head Start Bus Driver – On-Call/Part-Time/Temporary

The Calgary Aboriginal Head Start Program is looking for an On-Call/Part-Time Bus Driver. They will be part of a team that will plan and implement culturally enriched preschool programming that is designed to give each child an opportunity to participate in experiences that will enable them to reach their full potential. They will pick up students at stops along established routes and drop them off at school. They will also transport students and faculty to special events, such as field trips or sporting events.

### Summary

All duties should be focused on the 6 components of the Head Start program and based on the program work plan. Duties include, but are not limited to:

- Drivers must be attentive to traffic and weather conditions while staying on schedule and ensuring the safety of passengers.
- Drivers must ensure that their vehicles are operating properly each day by testing brakes, tires and other components, such as communications equipment.
- Drivers are responsible for maintaining a safe environment within the bus by enforcing rules of conduct and responding to emergencies.
- Drivers must keep track of the amount of fuel used, number of students transported and kilometres driven, which they will report to their supervisor each week.
- Drivers must ensure that all children are met by parent(s)/legal guardians or their approved designates.
- Drivers must be familiar with bus maintenance and emergency bus procedures as per policy.
- Drivers will participate fully and consistently as a conscientious team member.

### Qualifications

- Valid Class 1, 2 or 4 drivers licence
- Clean drivers abstract
- Valid First Aid & CPR Certificate
- Criminal Record Check with Vulnerable Sector Clearance
- Child Welfare Information Systems Check
- Knowledge of Indigenous Culture and Language considered a strong asset
- Ability to take direction and work well in a team atmosphere
- Must at all times be committed to the program and client success

**Preference will be given to Indigenous applicants or to applicants with a combination of experience and knowledge of Indigenous Culture and Community**

Please submit resume and all supporting documents to [alberta@rielinstitute.com](mailto:alberta@rielinstitute.com)

We appreciate all submissions; however, only suitable candidates will be contacted