



STURGEON LAKE CREE NATION

WWW.STURGEONLAKE.CA 780-524-3307 BOX 757 VALLEYVIEW, AB T0H-3N0



Employment Opportunity Bussing Coordinator

Position Summary:

As an employee of the Sturgeon Lake Cree Nation the Bussing Coordinator is responsible to ensure bus drivers and buses are available to meet operational needs by monitoring, coordinating, planning, and executing all transportation requirements for the benefit of the Sturgeon Lake Community Members.

Roles and Responsibilities

- Ensure all buses run their routes in a timely and safe manner
- Make adjustments to bussing routes as needed
- Supervising the staff of the Sturgeon Lake Bussing Program
- Ensure all semi-annual CVIP inspections scheduled
- Ensure buses are maintained in clean and safe working order
- Coordinate maintenance such as tires, oil & filter changes, light replacements
- Prepare agendas for monthly bussing meetings
- Report to the principal on matters of concern related to student or driver discipline issues
- Ensure that buses are maintained in legal working order
- Hire spare drivers when needed
- Ensure Drivers submit daily vehicle circle check safety inspections on weekly basis
- Comply with SLCN & government regulations, laws and policies
- Make judgment call on inclement weather. If buses cancelled, coordinator to contact all bus drivers, radio stations and all schools.
- Ensure that all drivers adhere to Sturgeon Lake Cree Nation policies
- Liaison between parents and students
- Coordinate buses as needed for extracurricular activities
- provide opportunities for training for drivers as needed

Qualifications

- Grade 12 or equivalent
- Knowledge of Microsoft Office applications
- Superior time management skills, punctual
- Excellent oral and written communication skills
- Valid driver's license
- Multi-task & work under stressful conditions
- Confidentiality must be maintained at all times
- Criminal Record Check & Child Intervention Check

Deadline: Wednesday, August 27, 2024

Please submit your resume with cover letter and documents to:

Employment@sturgeonlake.ca