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| Job Title: | On-Call Bus Driver ntamtqen snma?maya?tn | Job Category: | Education |
| Department/Group: | LSIB Band School | Job Code/ Req#: | 6300 |
| Location: | 1416 Hwy 3 Cawston B.C. | Travel Required: | Yes |
| Salary Range: | \$28.00 per hr. | Position Type: | On-Call |
| HR Contact: | Diane Wood | Date posted: | January 20, 2026 |
| Will Train Applicant(s): | N/A | Posting Expires: | When filled |
| Resumes & Cover Letter accepted by: | | | |
| E-mail: diane.wood@lsib.net Attention: Diane Wood | | Mail: Lower Similkameen Indian Band Box 100 Keremeos, BC VOX 1N0 Attn: Diane Wood | |

On-Call BUS DRIVER
Lower Similkameen Indian Band

PROGRAM

The ntamtqen snma?maya?tn School offers elementary grades (full-time kindergarten to grade seven), with a vision of combining tradition with the tactics of modern education in order to provide our children with an encompassing future. We believe the union of Aboriginal tradition and academic excellence can live in one house in harmony for the betterment of all.

The Lower Similkameen Indian Band recognizes the value placed on lifelong learning and will strive to incorporate a multi-generational approach as part of the learning.

PURPOSE OF THE POSITION

To provide transportation to students on a daily basis and possibly on-call for fieldtrip driver/supervision support.

SUPERVISION RECEIVED

The Bus Driver operates under the direct supervision of the Band School Principal.

SUPERVISION EXERCISED

The Bus Driver does not supervise employees.

DUTIES AND RESPONSIBILITIES:

- Provides school transportation for morning and afternoon based on the school year

- schedule;
- Ensures the fuel is kept at a minimum of 1/4 tank;
- Completes a pre and post trip inspection report and activity report daily in accordance with Motor Vehicle Branch requirements;
- Maintain and upkeep all required forms as required by the Principal;
- Reports any and all mechanical defects to the Principal;
- Takes the bus for regular maintenance and safety inspections as scheduled;
- Ensures the bus is cleaned daily; which would consist of disinfecting bus seats, washing bus; windows sweeping & mopping floors and other necessary cleaning including bus exterior;
- Ensures the safety of the students by monitoring all students to ensure they are following the bus rules posted.
- Liaison with the School staff in implementing the School Discipline policy card system;
- Implements school discipline and keeps school informed of any discipline issues;
- Conducts evacuation drills when required;
- Operates the school bus in accordance with National Standard Regulations & Motor-vehicle Act;
- Attends Departmental meetings as required;
- Monitors areas of responsibility for opportunities for improvement and innovation and works proactively to implement these;
- Ensures that service quality standards are maintained and consistently delivered in all areas of responsibility;
- Develops effective working relationships with students, families, and co-workers by assisting in the resolution of issues and complaints and referring them to the Principal when required;
- Presents a professional, positive, and helpful attitude at all times when interacting with students, families, and co-workers;
- Promotes a safe workplace; ensures that all established safety procedures are followed;
- Carries out other duties essential to the position as directed by the Principal.

FINANCIAL RESPONSIBILITY

The Bus Driver does not have financial responsibility.

EDUCATION AND EXPERIENCE

- Min 1 year experience operating a school bus;
- Current medical report;
- Clean criminal record check required;
- Valid standard first aid and CPR certificate;
- Valid BC Class 4 unrestricted license or higher with a clean driver's abstract;
- Experience working with elementary school-age children is an asset.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to relate to children in a firm but positive manner;
- Ability to provide, obtain, or follow clear, concise, and accurate information orally and in writing;

- Ability to support students and work collaboratively with staff; strong interpersonal, communication, and organizational skills;
- Ability to establish and maintain respectful, cooperative, and productive working relationships with a variety of individuals to complete work assignments;
- Ability to work independently with limited direction, set priorities, take initiative, and meet deadlines;
- Ability to effectively communicate and respond to requests or inquiries from LSIB staff and stakeholders;
- Ability to maintain strict confidentiality and to exercise sound judgment and discretion when dealing with sensitive issues;
- Ability to deal effectively and efficiently with occasionally aggressive or demanding individuals to provide or obtain information to clarify or resolve issues;
- Strong work ethic, including the ability to take initiative; to attend work on a regular and consistent basis, and to demonstrate a collaborative approach to problem solving;
- Ability to follow safe work procedures.

COMMITTEES

The Bus Driver does not sit on committees.

OTHER FACTORS

Culture/Language

Respect for and working knowledge of the Syilx culture.

Personal Attributes

The Bus Driver maintains strict confidentiality in performing his/her duties and demonstrates the following personal attributes: Integrity, Respect, Trust, Honesty, Compassion, Accountability

WORKING CONDITIONS

Physical Demands

- Lifting (approximately 50 lbs);
- Bending or stooping, twisting and turning the neck;
- Reaching, gripping, and pushing/pulling the steering wheel
- Extended periods of sitting;
- Sensory/perceptual demands
- Drive in inclement weather conditions;
- Potential for conflict from students, families, the public, or Band members;
- Minor maintenance on school bus;
- Exposure to fumes, odors, and moderate noise.

Tools/Equipment

Operate small hand tools.

Time Management

Occasionally encounters emergencies and potentially stressful situations.

COMPETENCIES

Core Competencies

Respect/Collaboration

Trust & Honesty/Building Trust

Compassion

Accountability/Taking Initiative

Driver Focused Competencies

Communication (Written and Oral)

Conflict Management

Customer Service

Delivering Results (Productivity and Personal Growth)

Functional Knowledge and Skills

Planning, Organizing, and Coordinating

Problem Solving and Judgment

Teamwork and Cooperation

COMPETENCIES DEFINED

Respect/Collaboration

RESPECT: Treats all people with dignity, respect, and fairness. Resolves interpersonal conflicts constructively. Shares time, energy, and knowledge with others to ensure they can succeed.

INCLUSIVENESS: Demonstrates awareness and respect for cultural and individual values. Appreciates and leverages the strengths of others to accomplish goals, regardless of background. Listens to ideas from others, even when different from their own. Is careful to ensure all sides are heard before reaching a conclusion.

Trust & Honesty/Building Trust

HONEST: Behaves and expresses oneself in an open and honest manner. Is consistent in word and actions. Tells the truth even when it is difficult. Shares information accurately, completely, and appropriately.

COMMITTED: Follows through on assignments and commitments. Supports LSIB goals and initiatives. Adheres to all policies and procedures.

Compassion genuinely cares about people; is concerned with their problems; is available and ready to help; demonstrates real empathy with the joys and pains of others

Accountability/Taking Initiative: Responds appropriately on one's own to improve outcomes, processes, or measurements. Assumes responsibility and leadership when asked. Accomplishes goals independently, with little need for supervision. Takes ownership and accountability for own performance. Seeks out and/or accepts additional responsibilities in the context of the job. Identifies problems, obstacles, or opportunities and takes appropriate action to address current or future problems or opportunities. Proactively doing things and not simply thinking about future actions.

DRIVER FOCUSED COMPETENCIES

Communication (Written and Oral): Provides regular, consistent, and meaningful information. Listen carefully to others and ensure the message is understood. Ensures important matters are shared with all appropriate parties. Communicates in a clear and

concise manner. Use appropriate grammar, pronunciation, and tone to enhance understanding. Demonstrates professionalism through body language, including eye-contact and posture. Tailors' communication style to the needs of the recipient.

Conflict Management is the ability to develop working relationships that facilitate the prevention and/or resolution of conflicts within the organization.

Customer Service is the ability to anticipate and meet the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement. Understanding and meeting the needs of clients (clients are individuals or groups who use the department's services).

Delivering Results (Productivity and Personal Growth) Strives to consistently achieve excellence in all tasks and goals. Maintains focus and perseveres in the face of obstacles. Uses time efficiently and responds quickly and constructively when confronted with challenges. Prioritizes tasks based on importance. Ensures job knowledge and skills are current and valuable. Receptive to feedback.

Functional Knowledge and Skills Demonstrates skills and knowledge relevant to one's own function or work group. Applies current best practices in discipline or specialty area. Stays aware of major developments in the discipline or specialty area. Recognized by customers and team members for functional knowledge and skills.

Planning, Organizing, and Coordinating involves proactively planning, establishing priorities, and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

Problem Solving and Judgment is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes, and generate solutions.

Teamwork and co-operation are the ability to work co-operatively within diverse teams, work groups, and across the organization to achieve group and organizational goals.

****LSIB would like to thank all applicants, but only those who are shortlisted will be contacted****