

Driver

BGC East Scarborough is actively recruiting a Casual Driver. The Driver is responsible to safely transporting Children, Youth, and other organizational goods to and from various locations. The ideal candidate will prioritize the safety and well-being of the children and youth entrusted to their care, maintain a clean and organized vehicle, and adhere to all traffic and safety regulations.

Reporting to the Senior Manager, Children & Early Teen Services

Major Responsibilities:

- Safely operate the organization vehicles, ensuring the well-being and security of children/ youth during transportation.
- Follow a predetermined route and schedule, picking up and dropping off children/youth at designated stops promptly.
- Maintain a positive and respectful relationship with children/youth, parents, and school/ community personnel.
- Enforce safety rules when necessary to ensure a secure and orderly environment on the vehicle. Follow all rules and regulations of the Highway Traffic Act at all times.
- Deal with an immediate discipline issue on the vehicle by assigning a designated seat. Follow-up by advising the Senior Manager.
- Follow the routes that have been planned and approved by BGC East Scarborough. Bus drivers are not authorized to make changes in the routes, except in unavoidable situations. Route deviations must be reported to the dispatcher immediately.
- Notify BGC East Scarborough through their operator about any unsafe bus stops and suggest a more appropriate alternative. No changes can occur until an alternative or new location is approved by BGC East Scarborough.
- Refuse to allow any unauthorized persons to board the vehicle and report any incidents of unauthorized persons attempting to board the vehicle to your dispatcher immediately. Record and accept students going to the same school and follow-up with the school.
- Check at the end of each trip to ensure that no students or personal objects have been left on the bus. Notify your dispatcher immediately of anything that was left on the bus.
- Keep the vehicles clean and free of any hazards.
- Use an appropriate tone of voice and vocabulary when speaking to students.
- Refrain from shouting, swearing, or using offensive and aggressive language.
- Communicate effectively with club staff, parents, school officials and community partners regarding any transportation-related issues.
- Not allow the photography of students unless approved by the BGC East Scarborough.
- Give students a signal to indicate when it is safe to cross the street and wait for the student(s) to finish crossing before deactivating the crossing gate and stop arm.
- Check the convex rear-view mirrors and ensure that all areas are clear before moving the vehicle.
- Ensure that students remain seated until the bus comes to a full and complete stop at its destination.
- Avoid stopping and/ or starting abruptly.
- Never leave the vehicle when the motor is running (other than operating the wheelchair lift).
- Notify the dispatcher in the event of a breakdown or an emergency.
- Refrain from smoking, vaping, drinking alcohol, or using illegal substances on or near school buses.
- There should be no contact with students (including their backpack) except in emergency situations.
- Keep accurate records of daily mileage, fuel consumption, and maintenance activities.
- Assist in the boarding and disembarking of children/youth, ensuring their safety at all times.
- Uphold BGC East Scarborough's values and contribute to a positive and inclusive atmosphere.
- Complete other duties as assigned.
- Support any disciplinary action on the bus as assigned by the BGC East Scarborough.

- Not use a cell phone or other personal portable electronic device while operating a school bus or any other vehicle transporting students, including while loading and unloading students, except in an emergency.
- For the purpose of this policy, an emergency exists if the driver requires immediate assistance to ensure the safety of his/her passengers or to report a dangerous or life-threatening situation.
- Maintain confidentiality in accordance with the Freedom of Information and Privacy Procedure.

Key Qualifications:

- Must possess Class F or B CDL.
- Have a clean driving record and clear drug test. Clean driving record with no history of accidents or traffic violations.
- TB Clear certificate upon hire, CPR/First Aid certificate.
- Previous experience as a School Bus Driver or in a similar role is preferred.
- Knowledge of and adherence to traffic laws, safety regulations, and emergency procedures.
- Excellent communication and interpersonal skills.
- Ability to remain calm and composed in stressful situations.
- High Five Certification or willing to obtain certification.
- Demonstrate ability to work in a fast paced, team environment.
- Legally eligible to work in Canada.

Job Code: Driver2024

Contract period: up to 6 months

Hours of work: up to 20 hours per week

Please submit resume to the: pc@esbgc.ca

Thank you for your interest. Only applicants selected for an interview will be contacted; The BGC East Scarborough is committed to the principles of employment equity and encourages applicants from all Human Rights protected groups. We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.