



FRAFCA

Fraser Region Aboriginal Friendship Centre Association

JOB POSTING: AECD Bus Driver

Job (re)post date: July 4, 2019

Reports to: Senior Program Director

Classification: Full-Time

Location: A101-10095 Whalley Blvd, Surrey

Schedule: Monday – Friday 8:30am-4:30pm, may entail evening and weekend work hours

Rate: Compensation dependent upon experience

The Fraser Region Aboriginal Friendship Centre Association is a non-profit organization that provides a diverse range of culturally safe and supportive services to Indigenous People residing in the Fraser Region. As a Friendship Centre, we work to strengthen connections to culture, community and wellness and work from a decolonizing perspective. Our philosophy is to provide a culturally safe, collaborative wraparound model of care.

Our Vision is a community of strong, healthy, successful Indigenous people connected to each other and to their roots. Our Mission is to foster the health and well-being of urban Indigenous people in the Fraser Salish Region by providing culturally relevant services, support, and advocacy.

POSITION SUMMARY

The Aboriginal Early Childhood Development (AECD) Bus Driver provides safe, reliable transportation for children and families to and from the Fraser Region Aboriginal Friendship Centre, including field trips and other activities, following the guidelines in our policy and procedures manual. The Bus Driver also provide support to AECD operations in a variety of ways, which could include cooking, shopping, errands and facility maintenance.

The Bus Driver performs his/her duties in alignment with FRAFCA's vision, mission and values.

PRIMARY DUTIES AND RESPONSIBILITIES

- Plan and organize the most efficient route for pick up and drop off of children and families.
- Ensure the safe transportation of children and families, and ensure that the policies and procedures regarding safe transportation of passengers are implemented.
- Maintain AECD vehicle in good working order and complete pre-trip inspections.
- Clean and maintain the vehicle interior and exterior, including safety equipment such as First Aid kit, fire extinguisher, emergency kit and cell phone.
- Ensure that a record of vehicle inspections is maintained, and that inspections and repairs are carried out as needed.
- Report vehicle maintenance and operation expenses to the Program Manager.

- Keep the Program Coordinator informed about any concerns and all unusual incidents that occur on the bus and document them in the Driver's Incident Book.
- Follow all reporting procedures regarding transportation and arrival and departure of children outlined in the procedure manual.
- Maintain records of passengers and pre-trip checks.
- Support the AECD Nutritional Advisor in weekly grocery shopping and kitchen food prep.
- Routine facility maintenance, including emptying outside garbage bins, yard work and gardening as necessary, major season maintenance, repair of equipment and on-going upkeep.
- Performs other related duties as required.

QUALIFICATIONS

Education and Experience:

- Valid Class 4 driver's license (Class 2 preferred)
- Clear driver's abstract, free of accidents (prefer 40% insurance discount)
- Valid emergency child care First Aid certificate an asset
- Valid Food Safe certificate an asset
- Clear tuberculosis test and immunization booster
- Clear criminal record check

Key Skills and Abilities:

- Demonstrated cultural competency and understanding of First Nations, Inuit and Métis cultures, traditions, and knowledge of socio-economic barriers, family dynamics, and history of colonization.
- Experience working with children and families.
- Experience working in a kitchen an asset.
- Demonstrated ability to work well under pressure and ambiguity.
- Ability to work independently and as part of a team.
- Excellent interpersonal communication and conflict management skills.
- Basic computer skills (including Microsoft Office).
- Ability to multi-task and work with the demands of a diverse team environment and cross-cultural setting.
- Strong organizational skills.
- Strong critical thinking and problem-solving skills.

APPLICATION PROCESS

Please send RESUME; and COVER LETTER by fax, mail, hand delivery or email marked attention, Annette Christopher, at:

Email: [hiring@fracfa.org](mailto: hiring@fracfa.org)

Fax: 604.595.1176

SNAIL Mail: 10095 Whalley Boulevard, Surrey, BC V3T 4G1

Identify the position code (BUS DRIVER) in the header of your email, fax, and cover letter.

We thank all that apply, but only those selected for interview will be contacted.

Applications will be accepted on a rolling basis. Open until suitable candidate is found.

*******Pursuant to S. 41 of the BC Human Rights code, preference may be given to Aboriginal Applicants.***