



Job Description

Job Title: Driver (School Van) – Morning Student Commute

Landmark East School is seeking a dependable, caring and responsible individual to join our Morning School Van driving team – depart Wolfville to Windsor and return.

As a School Van Driver, you will provide a caring and safe environment during the morning commute Monday to Friday in accordance with the School Calendar. You are the familiar face that begins a child's school day and you ensure they get in and out of the vehicle safely.

General/Global Responsibilities

1. Contribute to the maintenance of the integrity of the Landmark East School vision and mission brand.
2. Respect the dignity and rights of all students at all times.
3. Interact professionally and positively with parents, students and staff.

Duties and Responsibilities

1. To adhere to and implement the cleaning and disinfecting protocols associated with high-touch surfaces and the van seating prior to picking up the students in the morning and upon returning to the campus after drop off.
2. To arrive on campus in the morning at least 15 minutes prior to the morning departure time to trouble shoot any issues with the van before leaving the campus.
3. Ensure all students comply with safety regulations.
4. Drive safely.
5. Provide first aid in the event of an emergency on board the van.
6. Keep a record of the expected student attendance, recording any excused absences (meaning that the parent texted/called/emailed you in advance that their child would not be taking the school van) or unexcused absence (insufficient to no indication of absence).
7. Wait no longer than 5 minutes for a student if you have not received notification from a parent or the school that the student is running late.
8. Inform the Administrative Assistant upon your arrival to the school of any absences reported to you by parents.
9. Regularly inspect the van for upkeep and maintenance and report any maintenance issues to the Head of Maintenance.
10. Report any student issues to the Head of School.
11. Fill the vehicle with gas as required.
12. Create a map of pickup location(s) and a list of students – particularly if your route is complicated.

Requirements:

- The successful candidate will require a clean Criminal Background Check (Vulnerable Sector) and a Child Abuse Register.
- Valid Class 5 Driver's License
- Clean Driver's Abstract

Interested in applying for this opportunity email info@landmarkeast.org. Please mention in the subject line of your email Driver (School Van)