

JOB DESCRIPTION

Position	Bus Safety Presenter
Portfolio	Transportation
Reports To	Supervisor of Transportation
Location	Various Schools across the Division
Salary Range	Driver Trainer Grid, Conditions of Employment

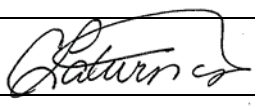
JOB PURPOSE
The Bus Safety Presenter is responsible to lead presentations with Buster the Bus, a remote controlled bus, working in collaboration with school staff to teach students about school bus safety.
PRIMARY RESPONSIBILITIES
<ul style="list-style-type: none"> • Initiate, develop, plan presentations for students relative to school bus safety. Each presentation will be to an audience of up to 25 students in Kindergarten to Grade 2 and will consist of presenting information to students and discussing bus safety using Division-standard materials. • Co-ordinate schedules and timing with Supervisor of Transportation and schools to effectively deliver presentations to all Kindergarten to Grade 2 students annually.
KNOWLEDGE, SKILLS AND ABILITIES
<ul style="list-style-type: none"> • Knowledge and ability to safely operate a school bus. • Knowledge of the Rules on the Bus as established by Prairie Valley School Division. • Excellent interpersonal skills to effectively engage students • Understanding of how to deliver presentations effectively utilizing electronic equipment and educational devices (e.g. SMARTboards)
COMPETENCIES
<ul style="list-style-type: none"> • Accountability - Takes personal ownership and responsibility for the quality and timeliness of work commitments. Follows organizational guidelines, professional standards, regulations and principles. Demonstrates reliability and integrity on a daily basis. • Time Management and Organization – Maximizes time in order to accomplish as many tasks as possible in a timely manner keeping in mind prioritizing tasks as needed. Setting out goals and objectives as well as the work plans required to complete them. • Service Orientation – Giving superior service to both internal and external clients by displaying professional and respectful behaviours in all interactions. Demonstrates commitment to clients by providing timely and proactive service.

<ul style="list-style-type: none"> • Communication – Clearly convey information to a variety of audiences using the tools necessary, engaging the audience to ensure the message is delivered and understood, creating a positive first impression with confidence and respect. • Confidentiality - Prairie Valley School Division employees are expected to respect the confidential nature of their positions and shall keep confidential any and all information they acquire during the course of their employment that would be reasonably considered to be personal or confidential.
QUALIFICATIONS
<ul style="list-style-type: none"> • Valid Driver’s Licence
WORKING CONDITIONS
<ul style="list-style-type: none"> • Hours will be variable, casual • Conditions of Employment (non-union) • Travel within the school division will be required using a Division owned fleet vehicle • Ability to perform physical labour; Buster the bus weighs 115kg or 254lbs
DIRECT REPORTS
<ul style="list-style-type: none"> • N/A

Approved by:

Supervisor Name: Cindy Laturnas

Supervisor Title: Supervisor of Transportation

Signature: 

Date: May 19, 2017

Deputy Director Reviewed 

Last Updated: May 2017

