



GENERAL INFORMATION			
Title:	Headstart & Preschool Van Driver	Department:	Health & Education
Reports to:	Lead Early Childhood Educator	Classification:	0.5 PTE
Wages:	\$20.00 per hour		

POSITION SUMMARY & PURPOSE

The Head Start & Preschool Van Driver is responsible for transporting Head Start & Preschool students as per routes for each student and to stay within the set time schedule. Performs all duties and responsibilities in accordance with the Xaxli'p policies, standards, and procedures, and as directed by the Head Start & Preschool Manager.

RESPONSIBILITIES

Primary Responsibilities

- Completes pre- trip inspection and maintain daily log.
- Complies with all provincial and local traffic regulations.
- Operates the Van in a safe and professional manner.
- Maintenance of Van fueling, cleaning exterior, and interior
- Parks van in a safe manner in a secure designated location.
- Arrange own transport to work site each day.
- Maintains student discipline.
- Driver is prohibited from picking up passengers/hitchhikers.
- Performs other duties and responsibilities as necessary in the performance of the position, and as assigned by the Head Start & Preschool Manager.

QUALIFICATIONS

Education, Training and Experience

- Valid BC Class 5 Driver's License
- First Aid – Level 1
- Must have experience driving Bus/Van

Knowledge, Skills and Abilities

- Good Communication and People Skills
- Clear a Criminal Record Check with vulnerable sector
- Clear Driver's abstract

Please submit your resume and a cover letter outlining your qualifications:

Email to admin@xaxlip.ca or **Mail** to Xaxli'p PO Box 1330 Lillooet BC V0K 1V0

Xaxli'p First Nation is committed to equity and encourages applications from all qualified individuals, including Indigenous candidates. Preference given to Xaxli'p Member (Must have the required qualifications, as defined, for the position)