



GRAND RIVER EMPLOYMENT & TRAINING INC.

"Opening Doors to Our People"

Part time Job Opportunity Bus Driver – GRETI/OSTTC Ongoing Recruitment – Casual Drivers Needed

GREAT is recognized by Six Nations of the Grand River Territory as the Aboriginal Skills, Employment and Training Development Agreement Holder that provides employment and training programs.

Grand River Employment and Training Inc. (GRETI) is seeking Bus Drivers for transporting GRETI clients (and community partners) to and from employment or project destinations to ensure safe and reliable transportation to/from project work sites. The following qualifications are required:

- Bus Drivers require a Class B, C, E or F driver's license;
- Age requirement of twenty one (21) years of age per Ministry of Transportation;
- Have fewer than six (6) demerit points on your driving record (abstract required);
- Police Record check prior to commencing employment is necessary.

And who possess the following skills:

- Accountability and Reliability
- Communication and Flexibility
- Dependability and Decision Making Skills

Administration:

- Will be required to complete daily trip sheets
- Will be required to submit time sheets

APPLICATION PROCESS:

This position is **ideal** for retired, self-employed or part-time persons looking to supplement their income. Must have a flexible schedule including mornings, afternoons, evenings and some weekend driving may be required; please submit a cover letter, and included a copy of your Class B, C, E or F Driver's license; a recent police check and driver's abstract to:

Human Resources, P.O Box 69, 16 Sunrise Court, Ohsweken, Ontario N0A 1M0.

Applications may also be faxed and emailed to (f)(519) 445-4777 or HR@greatsn.com.

A copy of the detailed Job Description can be picked up at GREAT between the hours of 8:30 a.m. and 4:30 p.m. Monday to Friday or visit our website at www.greatsn.com. This posting will remain open however drivers are needed immediately.

GRETI is committed to accessibility for persons with disabilities based upon the core principles of dignity, independence, inclusion, integration, responsiveness and equality of opportunity in employment and training. We welcome all applications; preference will be given to Six Nations members to provide services for the Six Nations community; based on the need to provide professional services, only those applicants meeting the minimum qualifications will be contacted for an interview.

"Grand River Employment and Training exists to increase the number of employed Onkwehon:we, regardless of residence"

The GREAT Business Opportunity Centre, P.O. Box 69, 16 Sunrise Court, Ohsweken, Ontario N0A 1M0

Tel: (519) 445-2222 ◊ Toll Free: 1-888-218-8230 ◊ Fax: (519) 445-4777 ◊ www.greatsn.com



Grand River Employment & Training Inc.

**Job Description-
Part-time Casual Bus Driver**

Creation Date: March 20, 2018
Amendment Date: XX/XX/XXXX
Reviewed By: Human Resources Manager
Approved By: Senior Management

A PURPOSE AND SCOPE:

The Bus Driver is responsible for transporting GRETI clients (and community partners) to and from employment or project destinations to ensure safe and reliable transportation to/from project work sites.

B. CORE COMPETENCIES:

-  Accountability and Reliability
-  Communication and Flexibility
-  Dependability and Decision Making Skills

C. QUALIFICATIONS:

- Bus drivers require a Class B, C, E or F driver's license;
- Age requirement of 21 years of age per Ministry of Transportation;
- Have fewer than six (6) demerit points on your driving record;
- Police Record check prior to commencing employment is necessary.

D. ADMINISTRATION

- ✓ Will be required to complete daily trip sheets
- ✓ Will be required to submit time sheets

E. PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Bus Driver will spend a majority of their time sitting, driving, reaching, and bending. Mental acuity and concentration are major aspects of this position.

The nature of the position may expose the Bus Driver to a moderate level of tension and anxiety due to travel on highways and roads which may be affected by weather conditions.

This position is ideal for retired, self-employed or part-time persons looking to supplement their income. Must have a flexible schedule including mornings, afternoons and evenings; please submit a cover letter and include a copy of your Class B, C, E or F driver's license; a recent police record check (3 months); and driver's abstract to:

Human Resources, P.O. Box 69, 16 Sunrise Court, Ohsweken, Ontario N0A 1M0 or, by fax (519) 445-4777, or email HR@greatsn.com