



Opokaa'sin Early Intervention Society  
TRANSPORTATION SUPPORT STAFF

**SUMMARY:**

Responsible for safely transporting students from schools to Opokaa'sin programs, activity trips and other special events; following in accordance with Provincial Regulations and Opokaa'sin policies.

**DUTIES & RESPONSIBILITIES:**

- To transport passengers in a safe and lawful manner.
- To be prompt in keeping appointments
- To abide by the Opokaa'sin Early Intervention Society's Code of Confidentiality
- To record time and mileage using the assigned forms
- To report as soon as possible any problems or concerns regarding a specific client or transportation request.
- To inform direct supervisor immediately of illness etc. that would necessitate a substitute driver, with as much advance notice as possible.
- To perform only those requests authorized by direct supervisor of Opokaa'sin Early Intervention Society.
- To attend regular meetings as scheduled.

**TIME REQUIREMENTS:**

- Hours required per week will vary depending on the scheduled school routes  
Each schedule will require a minimum of 2 hours

**QUALIFICATIONS:**

- Must be flexible and reliable to work varied shift hours throughout the day – weekdays only.
- Possess good interpersonal skills/must enjoy working with children and youth
- Minimum of 5 years experience or a class 4 license prior to employment
- Must provide a clean drivers abstract with a 1 year review
- Must complete a police record check and child welfare record check.
- First Aid/CPR

**DEADLINE FOR SUBMISSIONS: OPEN TILL A SUITABLE CANDIDATE IS FOUND**

**Please forward letters of application and resume to:  
Opokaa'sin Early Intervention Society  
c/o Human Resources  
Suite 404 909 3<sup>rd</sup> Ave North  
Lethbridge AB. T1H 0H5  
FAX: 403 327-6775**