



## Employment Opportunity

**Position:** Shuttle Driver  
**Location:** Dease Lake, BC  
**Closing Date:** Until filled

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TNDC Shuttle Drivers are responsible for safely transporting our clients' employees, contractors, and guests within the Tahltan territory. The shuttle drivers must have good communication skills both oral and written to interact with fellow drivers, maintenance team, operations team and passengers. The shuttle driver will be required to pick up shuttle vehicles from the TNDC office in Dease Lake.

### Responsibilities

Reporting to the supervisor, or designate, responsibilities include, but are not limited to:

- driving safely, responsibly and being prepared for all road conditions
- picking up and dropping off our clients' employees, contractors and guests
- assisting with loading and unloading gear / luggage
- conducting pre-trip and post-trip vehicle inspections
- ensuring adequate fluid levels and safe operation of vehicle
- communicating via two-way radio systems
- completing and submitting drivers log books as required
- reporting any delays, mechanical problems and all accidents
- maintaining the cleanliness of the vehicle at all times
- attending required safety meetings and other meetings as requested
- other duties as required

### Qualifications

- valid Class 4, 2 or 1 drivers license and knowledge of the roles and responsibilities of this licensee level
- valid Occupational First Aid, WHMIS and TDG Certification required
- familiar with remote mine/camp road protocol
- basic knowledge of vehicle maintenance
- knowledge, understanding and practice safe work practices
- must be able to work with minimal supervision for extended periods of time
- strong oral and written communication skills
- a team player that works well with others

### Conditions of Employment

- pass mandatory pre-employment drug and alcohol screening and fitness for work assessment where required
- valid Class 4, 2 or 1 drivers license required
- valid Occupational First Aid Certification (OFA) and WHMIS Certification preferred
- the ability to lift/move up to 50lbs and maintain high levels of performance throughout shift

**Please apply to:**

Human Resources, Tahltan Nation Development Corporation  
PO Box 250 | IR #9 Hwy 37N  
Dease Lake, BC V0J 1L0  
Fax: 250.771.5454  
Email: [jobs@tndc.ca](mailto:jobs@tndc.ca)

Only applicants selected for an interview will be contacted. Tahltan members are encouraged to apply.

**SAFETY FIRST, SAFETY ALWAYS**