



Casual Bus Driver

POSITION TITLE:	Casual Bus Driver
REPORTS TO:	Manager of Community Services/Community Services Leadhand
CREATION DATE:	May 21, 2020
WAGE BAND:	CUPE Local 812 Wage Band 191-220
STATUS:	Permanent Full Time

Position Summary

The Bus Driver - picks up and delivers residents within the community on the days that the bus is scheduled to operate.

Key Duties and Responsibilities

1. Transports seniors, citizens with disabilities, and the public to and from their residences to various destinations such as medical and personal appointments, shopping, and social events.
2. Promotes positive relationships by greeting passengers in a pleasant and courteous manner.
3. Assists with the loading and unloading of passengers and their belongings; operates wheel chair lift as required. Ensures that passengers in wheelchairs are safely and securely seated to prevent injuries.
4. Operates the bus in a manner that provides a safe, comfortable ride for passengers, including enforcement of rules and order on the bus to ensure safety of all passengers.
5. Collects fee payments from passengers; maintains ridership statistics.
6. Maintains the cleanliness of the interior and exterior of the bus as required.
7. Performs daily pre-trip inspections and routine maintenance checks on the bus by checking fluid levels, tire pressures and related items; reports maintenance problems or damage to Mechanic for correction.

Knowledge, Abilities and Skills

- Knowledge of the community and the locations of various destinations within the Municipality.
- Knowledge of bus safety and inspection requirements.
- Ability to communicate effectively with people with a variety of disabilities.
- Ability to maintain routine records and statistics.
- Ability to perform routine vehicle maintenance and cleaning.

- Ability to pass criminal record/security screening.
- Skill in the safe operation of the bus.
- Skill in working with people with special needs.

Education and Experience

This position requires the following minimum qualifications:

- A high school diploma or equivalent.
- Must possess a valid Class 4 Alberta driver's license.
- A valid standard First Aid and CPR certificate.
- One year of bus-driving related experience

Independence and Scope of Impact

The work is mostly unsupervised and requires the incumbent to address potential incidents or emergencies, equipment malfunctions, and passenger behavior. The choice of best routes to and from destinations while meeting passenger service demands rests with the incumbent. A supervisor is available for consultation on bus repairs and policy interpretations. The work impacts the image of the department and to a lesser extent, the image of the Municipality from the perspective of the users of the service.

Contacts

Internal – Regular contacts are maintained with the Community Services Office and the Maintenance Shop, mostly with respect to sharing information regarding schedules and repairs.

External – Regular contacts are maintained with bus users/passengers.

Supervision Given

Not applicable.

Working Conditions

The incumbent is required to sit for moderate periods of time and work in outside weather conditions. The incumbent is frequently exposed to fumes, dust, noise and occasionally exposed to disgruntled customers. The employee must occasionally lift and/or move up to 15kgs.