



Transit Bus Driver

The Municipal District of Spirit River No.133

Job Title: Transit Bus Driver

Department: Public Works Department

Reports To: Public Works Supervisor or Assistant Public Works Supervisor

Standard Hours: Successful candidate must be flexible to accommodate varying work schedule up to 40 hours per week; position is NOT eligible for Compressed Work Week

Benefits: Position may be eligible for Health Benefits and LAPP.

OVERVIEW

Reporting directly to the Public Works Supervisor or designate, the Transit Bus Driver works closely in conjunction with MD administration in coordinating bus trips.

The Bus Driver provides a service to people with and without medical mobility issues, is responsible for minor maintenance and consistently ensures passengers are safe and comfortable.

In addition to operating the transit bus, the driver will also be responsible for maintaining MD office walkways; removal of snow from ALL walkways at the Public Works Building and the Administration Buildings (including the Brownlee Building) in the winter months as well as keeping all three MD buildings clear of debris by sweeping the walkways in the summer months.

This position has the potential to include physical labour, and may require heavy lifting.

TYPICAL DUTIES

- Operate the vehicle in a safe and courteous manner in a variety of conditions and in accordance with all policies and procedures. The paratransit driver safely transports clients in the MD of Spirit River transit bus.
- Safe operation of the bus used to transport people, some that have physical limitations.
- Punctual rider pick up and drop off according to a schedule that is convenient to the needs of passengers.

- Assist passengers to board and exit the vehicle safely, fasten wheelchairs and other medical or mobility equipment in a secure fashion, and ensure they are safely seated with seatbelts fastened.
- Fuel vehicle, pre- and post-trip inspections, light maintenance, and upkeep of the vehicle; cleaning and washing of the vehicle.
- Maintain records and trip logs that outline driving activities.
- Maintain an accurate record of all maintenance and repairs.
- Coordinate with booking staff to maintain accurate record of fees collected and approximate mileage.
- Perform related duties as required.
- Operate the vehicle in a safe and courteous manner in a variety of conditions, weather and traffic, also in accordance with all MD policies and procedures.
- Receive, interpret, and apply information and schedule from booking and scheduling staff.
- Provides passengers with service and policy information.
- Complete daily report sheet and submit to the office within 24-hour period.
- Report operational problems, accidents, mechanical problems, delays, and any passenger complaints to Supervisor.
- Follow emergency procedures in accordance with policies and procedures.
- Advise the Supervisor of any changes or infractions to the employee's driver's license within 48 hours of the infraction.

QUALIFICATIONS / KNOWLEDGE / ABILITIES

- Must be at least 21 years of age or older.
- First Aid Certification is required.
- Must have the ability to deal with the public in a courteous and tactful manner.
- Must be physically capable of performing assigned duties.
- Must have knowledge of, empathy with, the transportation needs of seniors and persons with disabilities.
- Have good communication skills, maintaining an effective working relationship with the public and MD staff.
- Ability to detect minor defects in equipment.
- Able to follow policies and procedures.
- Abide by MD personnel policies and procedures and keep up to date on any changes made to procedure or policies.
- Keep MD staff up to date on any complaints, concerns or developments and situations etc.
- Provide positive interactions and leadership with passengers and staff.
- Submit monthly timesheets and expense claims.
- Ability to work with limited or no supervision.
- Perform various mechanical repairs.

- Perform maintenance and related tire repairs.
- Must have a valid Alberta Class 4 License with a clean abstract, provided PRIOR to start date.
- A clear, and current criminal background and vulnerable sector check must be provided PRIOR to start date.
- Supplemented by experience in the operation of equipment assigned to the position, or equivalent combination of training and experience.
- May require occasional evening or weekend shifts.
- Work in accordance with the Occupational Health and Safety (OH&S) Act and regulations.
- Driver may be responsible for taking payments, occasional payments in cash and is responsible for submitting to office personnel within 24 hours.
- **Unscheduled pick-ups must be reported to the MD office immediately, driver must contact reception if additional passengers are added to the manifest for insurance coverage purposes.**
- **All other duties as assigned.**

WORKING CONDITIONS

- Requires the operation of various types of vehicles.
- Long periods of sitting.
- Normal working days consist of 8 hours per day; however occasional overtime may be required.
- Maintenance: Clearing of walkways on both the MD Admin Buildings (including the Brownlee building) and the Public Works Building is of the utmost importance and a requirement of the position. Clearing of all walkways must take place at the beginning of the shift in the morning prior to the start of the bus schedule. The transit operator must be mindful and diligent regarding the use of time regarding walkway clearing; while maintaining the transit bus schedule in a prompt, efficient manner is of absolute high importance.

Health and Safety:

NOTE: All personnel at the Municipal District of Spirit River No.133 are governed by the Municipal District of Spirit River No.133 Health and Safety Policy. Operations must be conducted in a safe manner in accordance with all policies and safe work procedures, in conjunction with the proper protective equipment to be worn for the tasks being performed.