



Employment Opportunity

Community Assistance Bus Driver (Full-time Temporary)

The Town is seeking an energetic, dynamic individual for the full-time-temporary position of Community Assistance Bus Driver. The successful candidate will provide safe transportation while maintaining a supportive and positive atmosphere. Bus drivers are responsible to provide door to door services and ensure clients are boarded, secured and disembark safely and securely. The successful applicant will possess the following skills:

- Drives bus safely and demonstrates a friendly and courteous demeanor.
- Operate the Community Assistance Bus in a safe and courteous manner according to all relevant legislation, policies and procedures.
- Knowledge of basic traffic laws and regulations pertaining to local bylaws and the Traffic Safety Act.
- Perform daily safety and maintenance checks and keep appropriate logs.
- Ensure the bus is safely and securely stored.
- Advise the Town Mechanic of any requirements for maintenance or repair.
- Secure special needs equipment in a safe manner to limit motion during transport, including wheel chair lift, walkers, oxygen tanks and any adaptive/assistive devices.
- Clean the bus as scheduled and/or required.

You will be working in a vibrant community of 5,000 just 85 kilometers north of Edmonton. We have all the amenities and more. Living in Westlock you can experience live arts, concerts, all sports or belong to one of the multiple community organizations. Town amenities include the Rotary Spirit Centre multi-plex, the Aquatic Centre, skateboard park, ball diamonds, parks and playgrounds. The Town's strong business sector provides all the services and shopping you will need. Your co-workers are focused on providing great public service and having fun while doing so.

As a key player in our team you will have the following qualifications:

- Valid Class 2 Drivers License
- Complete Drivers Abstract as per Town Policy
- Pass a criminal background check and vulnerable sector check required for hire.
- CPR and First Aid certification required



The Town of Westlock offers a competitive salary. This competition will remain open until a suitable candidate is found. The Town of Westlock thanks all applicants for their interest; however only those selected for an interview will be contacted.

Please submit your resume with three references in confidence to:

Town of Westlock
10003-106 Street
Westlock, Alberta T7P 2K3
Phone: 780.349-4444
Fax: 780.349.4436
Email: employment@westlock.ca

POSITION TITLE: **Community Assistance Bus Driver**

REPORTS TO: Executive Director of FCSS

SUBORDINATES: none

FUNCTION: The Community Assistance Bus Driver is responsible for safely operating the Community Assistance Bus.

PRINCIPAL DUTIES and RESPONSIBILITIES:

1. Operate the Community Assistance Bus in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life.

- Operate the Community Assistance Bus in a safe and courteous manner according to all relevant legislation, policies and procedures.
- Knowledge of basic traffic laws and regulations pertaining to local bylaws and the Traffic Safety Act.
- Perform daily safety and maintenance checks and keep appropriate logs.
- Ensure the bus is safely and securely stored.
- Advise the Town Mechanic of any requirements for maintenance or repair.
- Secure special needs equipment in a safe manner to limit motion during transport, including wheel chair lift, walkers, oxygen tanks and any adaptive/assistive devices.
- Clean the bus as scheduled and/or required.
- Report all motor vehicle collisions to the Supervisor.
- Provide basic first – aid if necessary.
- Handle or assist with emergency evacuation when necessary.
- Pickup and deliver passengers as per established timelines or requests.
- Ensure passengers are aware of rules and responsibilities as passengers.
- Collect fares and passes.
- Keep accurate records.
- Daily deposit funds to the Town Administration Building.
- Complete and submit required paperwork and documentation as required.
- Maintain confidentiality of all aspects of the job.

2. Performs related duties as required.

- Participate in the Town Occupational Health & Safety and Risk Management Programs.
- Attend meetings as required.
- Work evenings and overtime if required.
- Any other duties as assigned.

3. Personal Characteristics

- Good health and vision.
- Good communication skills.
- The ability to be diplomatic and courteous in dealing with the public, from the first passenger to the last passenger each day.
- The ability to remain alert and maintain a high level of concentration.
- Good judgment and the ability to react quickly in emergency situations.

4. Licenses, Registrations or Certifications:

- Valid Class 2 Alberta Drivers License.
- Drivers Abstract as per Town Policy.
- Pass a criminal background check and vulnerable sector check required for hire.
- CPR and First Aid certification required within one month after entering position.

5. Physical and Environmental Conditions

- Community Assistance Bus Drivers must sit for periods of time.
- Drive in poor driving conditions.
- Work in different weather conditions including extreme cold and heat.
- Ability to occasional lift fifty (50) pounds.
- Ability to provide wheelchair assistance.

_____ Employee Signature	_____ Supervisor Signature
_____ Print Name	_____ Print Name
_____ Date	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to an exhaustive list of all responsibilities and activities required of the position.