

If you take pride in working with the Community to ensure that citizen needs are being met, we are looking for you!

Sunshine Bus Driver

This position is a part of the Community Services Department, where promoting quality of life for the citizens of Olds is the highest priority. The Sunshine Bus is owned and operated by the Town of Olds. The bus is a wheelchair-accessible vehicle that provides transportation around the Town of Olds for seniors (50+) and disabled persons of any age.

We are looking for drivers to operate the Sunshine Bus on a 3 week rotation basis, Monday to Friday 9:00 am to 5:00 pm.

Qualifications include

- Someone who is caring, patient
- Good physical condition with the ability to carry grocery bags and load wheelchair clients into the bus.
- Drivers must have a Class 4 Drivers License and will be required to provide a driver's abstract and RCMP criminal record check.

Interested parties are invited to complete an application or submit a resume outlining their qualifications at Town Office between 8:30 am and 4:30 pm, Monday to Friday.

Send applications to:

Human Resources
Town of Olds
4512 46 Street
Olds, AB T4H 1R5
Phone 403.556.6981
Fax 403.556.6537
E-mail hr@olds.ca



Town of Olds Job Description

JOB TITLE: Sunshine Bus Driver

DEPARTMENT: Community Services	JOB REPORTS TO: Manager of Community Services
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FUNCTION/PURPOSE: transports passengers and provides daily maintenance for the Town of Olds Sunshine Bus.

	KEY RESPONSIBILITIES	(% time)
1.	<p>Passenger Transport & Customer Service</p> <ul style="list-style-type: none"> • Transport passengers within Town of Olds limits per schedule as provided by dispatchers. • Assist passengers with getting in and out of the vehicle, assist with seatbelts or seating. • Escort passengers into their final destination if required. • Transfer vehicle daily to home of next day's driver. • Notify an alternate driver immediately if you are unable to start or complete your shift. • Provide service with friendliness, courtesy, patience and sensitivity. • Use common sense and personal judgment in all circumstances. 	75%
2.	<p>Vehicle Maintenance</p> <ul style="list-style-type: none"> • Perform pre-trip inspections daily prior to first scheduled passenger pickup • Check fuel and tires daily and add fuel as required. Only the Town UFA fuel card may be used, return receipts to Community Services & Cemetery Administrator. • Clean exterior of the vehicle weekly. Designated car wash provides credit each month. Present yourself to the attendant prior to washing. • Clean and tidy the interior of the vehicle daily. • Report larger maintenance issues (e.g. new tires required, oil changes, dents, repairs needed, etc.) to Director of Community Services as soon as possible. Do not drive the vehicle if you feel it is unsafe or it has been deemed unsafe by a qualified person or agency. 	10%
3.	<p>Financial & Administration</p> <ul style="list-style-type: none"> • Pickup schedule from Sunshine Bus Office daily. • Supply tickets to passengers on request and collect money for same. • Ensure all passengers provide or purchase a ticket prior to transportation. • Reconcile booking sheets, tickets collected, tickets sold and money, and deliver to Town Office Reception daily. • Complete and submit Town of Olds Timesheets monthly by established deadlines. 	10%
4.	<p>Risk Management & Safety</p> <ul style="list-style-type: none"> • Employees of the Town of Olds are accountable and responsible for knowing and working in accordance with the Town's Safety Policy and Directives. • The employee must work in such a way as not to endanger him/herself, fellow employees, volunteers and the public. 	5%

QUALIFICATIONS, KNOWLEDGE, SKILL & ABILITY REQUIREMENTS:

Education: Grade 12 or Equivalent

Experience: Previous commercial driving experience or experience driving large vehicles.

Technical Requirements: Class 4 Drivers License, Clean Driver's Abstract, RCMP Criminal Record Check, First Aid / CPR Certificate

Competencies:

1. Reliable
2. Safe and confident driver
3. Good physical condition
4. Good customer service skills – friendly, patient, sensitive to needs of the elderly and persons with disabilities

RESPONSIBLE FOR

- Passenger safety
- Ticket collection and trip reconciliation
- Daily vehicle maintenance

NOC CODE: 7512**WORKING CONDITIONS:**

- Ability to lift and/or move up to 50 pounds.
- physical loading and unloading of passengers in wheel chairs
- extreme cold, hot or inclement weather and variable road conditions
- potential for verbal abuse or unpleasantness

Wage: \$15.36 per hour plus 4% Vacation Pay**Incumbent Signature:****Date:****Director/Supervisor Signature:****Date:**