



## Municipality of West Elgin

### Job Description

**Title:** Four Counties Transit Bus Driver

**General Supervisor:** CAO/Treasurer

**Department:** Administration

**Positions Supervised:** None

### **Position Summary**

Four Counties Transit Bus provides transportation to individuals in the Four Counties area to and from medical appointments, other wellness related activities, community programs and shopping. Drivers provide superior customer service and work closely with individuals with special needs and seniors. Drivers are required to aid passengers boarding the bus, maneuvering wheelchairs, fastening Q-strait belts, lifting portable assistive devices ambulatory passengers. Drivers are required to have a solid geographical knowledge of the Four Counties area to ensure efficient routing.

### **Responsibilities**

- Answers phone and returns messages to schedule passengers
- Driver ensures all passengers, devices and mobility aids are restrained and secure
- Provides passengers with information on fares, schedules, and stops
- Assists passengers boarding the bus
- Operates a hydraulic lift to assist passengers with mobility devices enter the bus
- Completes required paperwork and log books

### **Minimum Qualifications**

- Holds a valid B, E or F licence
- Clean driver's abstract and obtain a recent copy
- Must provide a clear criminal record search with vulnerable sector screening
- Display safe and defensive driving techniques
- Ability to work independently
- Have sound knowledge of the Four Counties Area and ability to plan routing
- Physically capable of performing repetitive lifting of objects up to 50lbs
- Be available to work flexible hours
- Experience with wheelchairs and or q-strains is an asset

### **Working Conditions**

- Flexible hours
- Work in a two-week schedule rotation
- Work with vulnerable sector of population
- Work alone.