

MUNICIPALITY OF CROWSNEST PASS

JOB DESCRIPTION

TOWN ROUNDER BUS DRIVER POSITION

POSITION TITLE:	TOWN ROUNDER BUS DRIVER
REPORTS TO:	COMMUNITY SERVICES DIRECTOR
REVISION DATE:	Developed April, 2006

POSITION SUMMARY

The Town Rounder Bus Driver position is directly responsible to the Community Services Director ensuring a safe door-to-door transportation service for the special citizens of the community. Through the Town Rounder Bus service, seniors and persons with special needs in the community are provided with the integrity, and independence they require to live more self-sufficient lives.

Job Requirement

1. Priority of use of Town Rounder as per F.C.S.S. Town Rounder Policy #1/99.
2. Transports seniors and persons with special needs to various destinations including medical and personal appointments, shopping, and social appointments.
3. Assists with loading and unloading of passengers and their belongings.
4. Operates the bus in a manner that ensures the safety, comfort and convenience of the passengers.
5. Completes and maintains daily passenger and inspection statistics.
6. Handles fee payment and administer punch cards when required.
7. Cleans and maintains the Town Rounder on a daily and weekly basis.
8. Provides orientation to spare drivers when appropriate.
9. Provides Director or Designate with feedback/input on daily use and maintenance schedules.
10. Ensures wheelchair tie downs and safety belts are secure.
11. Maintains vehicle liquid levels and inspection checks are complete and advises mechanic of necessary repairs and maintenance.
12. Will be willing to obtain a RCMP records check.
13. Perform duties as assigned by the Community Services Director.

Job Qualification Requirements

1. Valid Class 2 Alberta Driver's License.
2. Air Brake Endorsement
3. Grade 12 Diploma or equivalent
4. Valid Standard First Aid and CPR Certificate

Personal Attributes

1. The Town Rounder Bus Driver position shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness.
2. The Town Rounder Bus Driver position shall possess good inter-personal skills and shall demonstrate acceptable public relations skills in dealing with the public.
3. The Town Rounder Bus Driver position must often work alone to work with a minimum of supervision. He/she shall demonstrate decision-making skills and must work well under pressure and strict time lines.
4. The Town Rounder Bus Driver must enjoy working with the public and diverse populations particularly seniors and persons with special needs.