



HANDI BUS DRIVER

Community Services Division
Developed: November 15, 1989
Updated: August 19, 1996
Updated: November, 1999
Updated: January 23, 2004

Community and Protective Services Division

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Reports to: Transportation Supervisor

SUMMARY DESCRIPTION

Under the direction of the Transportation Supervisor, the Handi-bus driver provides a safe public door-to-door transportation service for citizens of all ages with special mobility needs. Through the Handi-bus Service, seniors and persons with special needs in our community are provided with the integrity, and independence they require to live more self-sufficient lives.

WORK PERFORMED:

- Drives the Handi-bus:
 - o Transports seniors and persons with special needs to various destinations including medical and physio appointments, shopping, and socials.
 - o Transports special needs students to school.
 - o Assists with loading and unloading of passengers and their belongings.
 - o Operates the bus in a manner that ensures the safety, comfort and convenience of the passengers.
- Cleans and maintains the Handi-bus on a daily and weekly basis.
- Completes and maintains daily passenger and inspection statistics.
- Orients other drivers as required.
- Assists the coordinator with miscellaneous related tasks of routine nature including but not limited to the following:
 - o Provides the Co-ordinator with feedback/input for daily schedules.
 - o Collects punch-card fees on a monthly basis
 - o Changes the sign in the "advertising space" at the beginning of every month.
 - o Assists with promotion of program to public.
 - o Helps Co-ordinator with miscellaneous Handi-bus filing and photocopying.
- Performs related duties as required.

RELATIONSHIPS:

The Handi-Bus driver reports twice daily to the Transportation Supervisor who assigns, directs, schedules, and monitors work. Performance management and matters of a disciplinary nature are the direct responsibility of the Director of Community and Protective Services.

KNOWLEDGE, ABILITY, SKILLS REQUIRED / PREFERRED:

The position must enjoy working with the public, particularly with seniors and persons with special needs; must have above average inter-personal communications skills; and must be familiar, or be prepared to train on proper wheelchair, lift, and tie-down procedures. Will be required to obtain an RCMP records check as well as a Child Welfare check. Both must be acceptable to the Employer.

The position must have a minimum educational achievement of Grade 12, as well as a Class 2 driver's license, a clean driving record, and some experience driving buses. The position must also have certificates in a professional driver's course, CPR, First Aide, "S" endorsement.