



## TRANSIT DRIVER

Community and Protective Services Division  
Developed: January 2010

Reports to: Transportation Supervisor

### **SUMMARY DESCRIPTION**

Under the supervision of the Transportation Supervisor and the direction from the Transportation Lead hand, the Transit Driver provides a professional, reliable, safe, and a high level of customer service to the citizens of Hinton.

### **WORK PERFORMED:**

- The driver drives the transit bus following a fixed and timed route.
- The driver operates the bus in a manner that ensures the safety, comfort and convenience of the passengers.
- The driver will be responsible for daily grooming and fuelling of the buses as required.
- The driver completes and maintains daily passenger and pre-trip inspection logs.
- The driver trains and orients other drivers as required.
- The driver reports all bus maintenance issues to the transportation lead hand and if necessary the Transportation Supervisor.
- The driver provides front line information and messages to customers.
- The driver reports on all customer feedback, complaints, and ideas to the lead hand or supervisor.
- Assists the lead hand with miscellaneous related tasks of a routine nature i.e. signage changes.
- Performs other related duties as required.

### **RELATIONSHIPS:**

The Transit Driver receives daily direction from the Transportation Lead hand. This involves shift coverage, directing and monitoring work, timesheet collection, etc. The Transit Lead hand will report directly to the Transportation Supervisor.

### **KNOWLEDGE, ABILITY, SKILLS REQUIRED / PREFERRED:**

#### **REQUIRED**

- The position must have a minimum educational achievement of Grade 12 or GED.
- Candidates will be required to obtain a RCMP records check, as well as a Child Welfare check. Both must be acceptable to the Employer.
- Candidates must submit a current Drivers Abstract. This also must be acceptable to the Employer.

- A Class 2 or a Class 4 driver's license is required.
- The position must also have certificates in a, professional driver's course.
- Basic 1<sup>st</sup> Aid

**PREFERRED**

- Experience driving passenger buses.
- Must have good attitude and must enjoy working with the public.
- Strong safety awareness and commitment at all times.
- CPR is preferred