

Employment Opportunity

Community Bus Driver

Casual

Reporting to the Community Services Facility Operations Supervisor, Community Bus Drivers are responsible for the safe operation of the Morinville Community Bus and wheelchair lift, ensuring the safety and wellbeing of clients including residents, local community groups and organizations as they travel to preplanned locations. The community bus will be utilized for Town of Morinville programming, excursions, and rentals, with Town programs and services as priority. The Community Bus Drivers will drive the bus for these programs, rentals, and services as planned and directed by Town of Morinville staff, while providing excellent customer service, timeliness, and efficient delivery of services during bus transportation.

Key Responsibilities:

- Operate the community bus and wheelchair lift safely and efficiently within a designated 160km radius of Morinville, adhering to specific plans, excursions, procedures, and directives outlined by the Town.
- Assist passengers with special needs or mobility challenges, including securing mobility aids, and providing assistance as required.
- Maintain a professional and courteous demeanor, fostering a welcoming and inclusive environment for passengers.
- Ensure the cleanliness and proper working condition of the bus.
- Determine and follow safe and efficient bus routes within the designated radius.
- Address and resolve customer issues or concerns, reporting them to the appropriate personnel.
- Collect fares and maintain accurate records of passengers and fares collected.
- Effectively communicate route, schedule, and community service information to passengers.
- Conduct regular vehicle checks and ensure accurate documentation.
- Maintain an acceptable driver abstract and adhere to all traffic laws, policies, and legislation.
- Promptly report any incidents, accidents, or vehicle maintenance issues to the appropriate staff.
- Follow and execute Standard Operating Procedures (SOPs), Hazard Identification, Assessment and Control (HIACs), and Emergency Response Procedures (ERPs) as required.

Requirements:

- Partial completion of High School is required.
- Candidates must possess a minimum of one (1) year of prior experience operating a bus with a capacity of 24 passengers or more.
- Valid Drivers License Class 1, 2 or 4 or Alberta Operators License is required.
- Valid First Aid & CPR certification is required.
- Completion of a defensive driving course is an asset.
- Alberta Motor Transport Association (AMTA) training is an asset including Pre-Trip Inspections, Cargo Securement, Weights and Dimensions, and Hours of Service.
- Proficient in interacting with individuals from diverse backgrounds and age groups, with strong customer service skills to courteously engage with a wide range of internal and external customers.
- Proficient in route planning for efficient transportation operations.
- Strong attention to detail and a commitment to safety.
- Knowledge of local roads and landmarks is an asset.
- A satisfactory Criminal Record Check including Vulnerable Sector and Drivers Abstract is a condition of employment.

Compensation/Hours of Work: Starting rate of \$23.78/per hour. Hours of work for this position are irregular and will vary by assignment. Evening and weekend availability is required.

Application Deadline: **Monday, April 29, 2024, at 12pm (noon).**

**Submit resume and cover letter quoting
"Comp # 202416-CBD" to:**

Human Resources, Town of Morinville
10125 100 Avenue, Morinville, AB T8R 1L6
Email: hr@morinville.ca | Fax: 780-939-5633 | Web:
www.morinville.ca

We thank all applicants for their interest; however, only those under consideration will be contacted.

The Town of Morinville values and supports diversity and inclusion in the workplace and encourages all qualified individuals to apply. Accessibility accommodations are available on request for candidates taking part in all aspects of the selection process.