

# Rocky View Regional Handibus

Job Title: Driver	Revision Date: March 2024
For information: 403-948-2887	Send application/resume to office@rockyviewbus.ca

## Overview

- We are a nonprofit providing weekday community transit services in the rural and small community region near Calgary. Working directly with dispatch staff, the driver will be the key to a safe, comfortable journey experienced by passengers. Our drivers deliver excellent service to customers and the public.

## Core Job Functions

- Drive vehicle in a safe manner and in accordance with traffic regulations
- Navigate to destinations in timely manner
- Assist passengers -- door to door -- as per operations procedures
- Ensure passenger safety via seatbelts, wheelchair tie-downs, etc
- Present a respectable image to public
- Document activity (forms/ electronic, etc.)
- Report all incidents

## Secondary Job Functions

- Regular communication with dispatch
- Record data on manifest
- Reconcile passenger fare daily
- Assist with passenger +packages (up to 10kg)
- Daily bus inspection / Maintain fluid levels
- Clean bus daily
- Help coordinate info between dispatch and caregivers
- Assist with errands and tasks as required
- Work as part of a team

## Requirements

- Excellent driving skills (in all seasons)
- Comfortable driving both rural areas AND downtown Calgary
- Work with passengers having special needs
- Combinations of sitting, standing, walking, bending, crouching, kneeling, pushing, pulling
- Lift/ carry 15 kg -- 10 meters\*\*
- Police clearance/vulnerable sector check
- Driver license (Class 4, 2 or 1)
- Driver abstract (3 demerits or less)
- Able to work as a team
- Able to follow policies and procedures

## Other Skills/Abilities

- Attention to detail
- Able to work without supervision
- Strong interpersonal communications skills
- Some tech literacy (e-mail, Tablets, cell phones)
- Writing and social media experience a bonus

## Hours:

This is a 30 hr. /week position with potential for extra shifts (when available),  
Shifts require periods of work within the weekday hours of 6:00 – 5:30 pm (e.g., 7 hrs. over a 10-hour day)

## Compensation:

Training \$15.00/hr. (approx. 30 to 40hrs) Procedures, Wheelchair securement/ Drop off locations, etc  
Starting: \$21.65/hr. (direct "paratransit /Handibus" experience may qualify for a higher starting rate)

**Other:** We prefer a candidate who resides in our service area (Rocky View & District)

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.