

JOB DESCRIPTION

Title: *Bus Driver*

Hours of Work: Casual

Probationary period: 3 months

Society Profile:

Seniors Services Society of BC is a non-profit agency located in New Westminister, B.C. which provides support services for seniors in New Westminister to live independently, as well outreach services for seniors in housing crisis across Metro Vancouver.

Purpose:

Within the vision and mission statements of the Society, reporting to the Support Services Coordinator, the **Bus Driver** will be responsible for providing safe and reliable transportation for seniors in the community.

Key Work Objectives:

- Transport clients from their homes to various destinations in the Lower Mainland
- Assist clients onto the bus and ensure they are safely seated
- Assist clients getting off the bus safely
- Manage overall outing experiences for clients and volunteers
- Work with volunteers to ensure safety measures are enforced
- Provide support to volunteers as needed
- Assist new volunteers with bus orientation

Qualifications:

- Experience driving a 16-passenger bus with a lift
- Excellent driving record (Driver's Abstract required annually)
- Class 4 Driving License (Unrestricted)
- First Aid Certificate (or willing to take a course to be certified)

Other knowledge, skills, and abilities:

- Excellent communication skills (Friendly, Sociable and Assertive)
- Physically able to lift up to 20 lbs.
- Punctual and reliable
- Available to work in the evenings and on occasional weekends
- Being able to provide assistance to seniors with mobility devices on and off the bus
- Comfortable dealing with clients' complaints
- Familiarity with New Westminister area is an asset
- Being able to plan routes by looking at addresses (Can use GPS)
- Willing to subject to Criminal Record Check (Working with Vulnerable Adults)
- Ability to maintain cleanliness of the bus and ensure that the fuel is topped up when it's low

The successful applicant will be a motivated individual who can work under minimum supervision. They must be a team player, able to build positive relationships with co-workers, volunteers, clients, and community stakeholders.

Hourly wage is \$17/hour + 4% vacation pay

Please submit your resume and cover letter via fax or e-mail only. **NO PHONE CALLS PLEASE.**
Only qualified candidates will be contacted. OPEN UNTIL FILLED.

Contact:

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