



## **EMPLOYMENT OPPORTUNITY** **LAC LA BICHE COUNTY**

### **Paratransit Bus Driver**

**Permanent Part Time 32 hours per week**

The Paratransit Driver is responsible for the safe transportation of people subscribing to the Paratransit service. This includes transporting seniors and people with disabilities safely, providing door-to-door pick-up and drop-off of service users. The driver also has responsibility for working with the County the Equipment Maintenance work unit to ensure sound maintenance of the Paratransit vehicle(s).

#### **Responsibilities:**

##### **Ensure the safe transport of Paratransit clients:**

- Provide excellent customer service;
- Behave in a courteous, professional manner with all clients and service providers;
- Assist mobile clients, as necessary, entering and exiting the vehicle;
- Provide stability and/or support for individuals whose balance may be tentative, in a safe and un-intrusive manner;
- Operate the wheel chair lift, ensuring safe entrance and exit from the vehicle, for people using mobility aids such as wheel chairs and walkers;
- Ensure pick-up and drop-offs are done in a safe location and manner, and that clients are indoors before leaving drop-off site (watching for snow, ice, mud, debris, etc.);
- Ensure all clients transported into the community are safe or at home;
- Monitor weather conditions to determine if inclement weather prevents safe travel;
- Maintain client confidentiality;
- Use of cell phones is prohibited except when using hands-free device;
- Respond to cell phone messages for client pick-up for return trips, in a safe and timely manner;
- Maintain contact with the dispatcher regarding the status of the bus schedule and work conditions;
- Maintain logs for all client pick-ups and drop-offs each day for billing and statistical purposes;
- Ensure the vehicle interior is clean and well-maintained;
- Ensure the exterior windows and lights are clean and free of obstacles;
- Conduct safety checks at the beginning of each day, and as may be required throughout the day;
- Ensure safety audits are completed as per schedule;
- Ensure the bus and equipment are in safe mechanical condition through safety checks, monitoring for unusual sounds or equipment response, and referring these to the County Equipment Maintenance work unit;
- Liaise with agencies also working with Paratransit clients, such as Lacalta Lodge, health centre, medical centre, disability services, etc.
- Adhere to the County Health and Safety policies and procedures;
- Provide group trips in assisting other County programs or departments with in-house service;

- Identify opportunities for service improvements or safety concerns.

**The Paratransit Driver may be required to assist with other duties, when not driving:**

- Participate in department functions such as regular department or safety meetings;
- Participate in training for Emergency Social Services;
- Assist with event preparations, as requested by the FCSS Program Coordinator or department manager;
- Assist with clerical duties as time allows;
- Assume other duties as assigned by the FCSS Program Coordinator or Manager of FCSS & Community Development

**Qualifications:**

- Minimum Grade 12 education or equivalent;
- Valid Class II or Class IV Drivers' License;
- Superior driving skills
- Possess an even temperament and skills for working with the elderly or disabled;
- Be familiar with and adhere to the requirements of the Highway Traffic Act;
- First Aid;
- Computer skills
- The successful candidate must submit a Driver's Abstract, Criminal Record Check, Vulnerable Sector Check and Medical Assessment that meets with the satisfaction of the County.

**Salary range is \$20.09 to \$29.13 hourly**

- Competition Number: 37-PTD-17
- Closing Date: This competition will remain open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679 Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: [hr@laclabichedcounty.com](mailto:hr@laclabichedcounty.com)

We thank all interested applicants; however, only applicants selected for an interview will be contacted.