Yarmouth
ON THE EDGE OF EVERYWHERE

Position Title:	**Transit Driver**
Reports to:	Transportation Supervisor
Status:	Full-time Temporary
Department:	Operational Services
Hours of work:	6:30am to 1:00pm, 1:00pm to 7:30am – Monday to Friday 7:30am to 6:30pm – Saturdau
Updated:	March 2024

SCOPE

The Town of Yarmouth Transit Driver is responsible for the safe operation of the transit bus according to a set daily schedule. They must ensure the bus is in good operating condition at all times. The Driver is responsible to maintain order and security on the bus and obey all laws, regulation, and rules. The Driver must also respond to residents and member of the public in a courteous and respectful manner. This includes receiving complaints of various natures.

QUALIFICATIONS/SKILLS

The ideal candidate will have the following qualifications:

- A high school diploma or equivalent
- Class 4 Driver's license
- Have experience working with the public
- Experience operating a transit bus or large commercial vehicle

DUTIES AND RESPONSIBILITIES

- Perform and document thorough Pre checks at the beginning of a shift
- Collect fares and assist passengers in a courteous manner
- Perform minor repairs such as changing headlights, topping up fluids, etc.
- Assisting the public with loading bicycles when necessary
- Assisting passengers with accessibility needs on the bus
- Securing wheelchairs

- Bending, crouching, kneeling
- Fueling buses
- Ensuring the bus is kept clean
- Lifting weight of 23kg (50lbs)
- Sitting for long periods of time, twisting, and turning of neck
- Working on a time schedule
- Always practice safe driving skills and courtesy towards other drivers
- Driver must work in all different weather conditions including extreme cold and heat
- Able to maintain order and discipline on the bus while driving in a safe and appropriate manner
- Complete accident and/or other reports as required
- Ensure the safety of all passengers
- Responsible for the implementation and enforcement of compliance with all Occupational Health and Safety requirements

KEY PERFORMANCE COMPETENCIES

- Professionalism in customer service
- Exercises good judgement in making effective decisions on a timely basis, with a high level of confidence and appropriate levels of consultation with others
- Adheres to established policies and procedures
- Works well with other employees, and the public
- Manage time efficiently