



East Richmond Community Centre

Job Posting – Out-Of-School Care Bus Driver

Reporting to the Child Development Coordinator; the Out-Of-School Care Bus Driver is responsible for safely transporting staff and school-aged children after school from Talmey and Tomsett, and Mitchell Elementary School to Cambie Community Centre.

Duties and Responsibilities

Customer Service/Communication

Transporting passengers safely to and from various locations in the City of Richmond and surrounding area. Driving in a professional and courteous manner that ensures the comfort of all passengers on board the bus at all times.

Safety/Risk Management

- Performing duties efficiently and safely in accordance with the Motor Vehicle Act of the Province of British Columbia, regulations and municipal bylaws, as well as policies and procedures as required by the City of Richmond.
- Conducting and documenting pre and post-trip vehicle safety inspections.
- Assisting passengers into and out of vehicles as necessary, including passengers using wheelchairs and other mobility devices.
- Post-trip refueling and light cleaning of vehicles as required
- Administrative
- Immediately report incidences, accidents or concerns to the Child Development Coordinator or Community Facilities Coordinator
- Completing Driver's Log post-trip to record distance travelled and passenger count.

Required Qualifications

- A valid, unrestricted Class 4, 2 or 1 BC Driver's Licence (an evaluation by the City of Richmond Fleet Training Officer will be required) and experience operating a bus, truck or similar vehicle.
- Previous experience working with the public.
- Must meet the medical standards of commercial driver conditions as set out in regulation 37 of the Motor Vehicle Act.
- A driver's abstract and claims history which demonstrates a history of safe, reliable legal driving.
- Standard or Emergency First Aid Training & CPR.
- Police Information Check
- Physically able to assist passengers entering and exiting the vehicles as required, including those that use mobility devices such as wheelchairs, scooters and walkers. Drivers are responsible for loading passengers with mobility issues and securing wheelchairs to designated anchor points.

Desired Qualifications

- Knowledgeable of the major roadways and routes in Richmond and surrounding area.
- Experience working with people with disabilities, children, youth and seniors.
- Second language

Hours

Monday – Friday 2:00 PM to 4:00 PM. With possible additional hours during Day Camps/Pro-D Days.

Compensation and Benefits

\$22.56-\$25.39 per hour plus vacation pay.

How to Apply

Applicant should submit a detailed resume with optional cover letter that reflects their knowledge, skills and abilities relevant to the position to <mailto:jhui1@richmond.ca>
Applications are being accepted on an ongoing basis.

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