

**TRANSIT DRIVER (CONVENTIONAL)**

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**EXEMPT:** No  
**SALARY LEVEL:** Grid 1, Band 10  
**SHIFT:** Varied  
**LOCATION:** Mason Road  
**APPROVED BY:**

**DIVISION:** Transit and Fleet Services/Transit  
**DEPARTMENT:** Community Services  
**SUPERVISOR:** Transportation Superintendent

**Replaces:** *Transit Driver (Conventional)*

**DATE:** Nov 2020

**DATE:** *Oct 2016*

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**SUMMARY:** Under the general direction of the Transportation Superintendent, provides regularly scheduled bus service to customers on the lower Sunshine Coast. Service is provided to meet the expectations of customers to the greatest possible extent, with due regard for safety and the schedule of service.

**KEY RESPONSIBILITIES** *include the following:*

1. To drive a Sunshine Coast transit bus at scheduled times along established routes to local destinations to pick up and transport passengers.
2. To ensure the bus is safe to operate.
3. To comply with all applicable regulatory requirements, especially local traffic regulations.
4. To provide route and other information which will assist passengers to reach their destination.
5. To comply with, and promote, safe work practices and procedures in order to effect a safe and healthy work environment.

**TYPICAL ACTIVITIES** *include the following. Other activities may be assigned.*

1. Picks up and drops off passengers at specified locations; reports any delays, incidents or accidents to the Dispatcher or Manager.
2. Provides passengers with information on fares, schedules and stops.
3. Collects fares and, when requested, records transactions.
4. Prepares routine reports, including pre-trip inspection reports on general condition of the bus, time and mileage, passenger counts, fuel consumption and unusual incidents.

5. May perform pre-trip inspections for proper functioning of brakes, instruments, engine fluid levels, air conditioning, and cleanliness; may remove litter and lost/found items.
6. Observes, notes and reports any mechanical problems or damage found on the bus.

**KEY RELATIONSHIPS:** *To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship. In all cases, the individual's behaviour must exemplify a member of a cohesive internal team in an organization that is an active link in the service delivery chain.*

- General public
- Other Transit drivers

**DECISION MAKING AUTHORITY:** *Decisions that are made in carrying out the typical duties of the job without referring to the Manager. In all cases, decisions made by the individual must be in the best interest of the organization and in keeping with the organization's goals and objectives.*

- Decisions involved in the safe operation of the bus.
- Independent decision-making for reasons of safety or other similar urgency.

#### **PROBLEM SOLVING RESPONSIBILITY**

- To solve problems with difficult passengers in a non-confrontational manner, using conflict resolution skills.
- Dealing with traffic congestion, unexpected delays or poor road conditions.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.*

#### **FORMAL EDUCATION, TRAINING AND EXPERIENCE**

- Completion of Grade 12.
- Experience driving transit vehicles, large trucks, or public passenger vehicles.
- Experience providing service directly to the public preferred.

#### **OTHER SKILLS & KNOWLEDGE**

- Valid Class 2 driver's license with air brake endorsement.
- Safe driving record.
- Ability to work independently and make routine decisions/minor problem solve based on sound judgement.
- Ability to deal effectively with confrontational passengers.
- Ability to perform pre-trip vehicle safety inspections.

**MEASUREMENT DATA** *(to be used in combination with the SCRD Core Competencies):*

- Safe, reliable, effective and courteous service.
- Adherence to Sunshine Coast Regional District and BC Transit policies.
- Effective interpersonal relationships with SCRD staff, co-workers and members of the public.
- Adherence to all traffic regulations.
- Strict confidentiality in matters concerning passengers.

**SUPERVISORY RESPONSIBILITIES**

- None

**ADDITIONAL INFORMATION**

- On Call drivers may be asked to report for work on short notice.
- May Involve shift and weekend work.
- Satisfactory results from RCMP Criminal Records check.
- Must be able to meet the physical requirements of the position.
- The incumbent is expected to support Corporate sustainability and workplace safety objectives.

**SERVICE PERSON (TRANSIT ASSISTANT)**

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**EXEMPT:** No

**DIVISION:** Transit and Fleet/Section: Fleet Services

**SALARY LEVEL:** Grid 1, Band 6

**DEPARTMENT:** Community Services

**LOCATION:** Mason Road

**SUPERVISOR:** Fleet Maintenance Supervisor

**APPROVED BY:**

**DATE:** Nov 2020

*Replaces: Service Person (Transit Assistant)*

*DATE: Oct 2016*

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**SUMMARY:** Works under the general supervision of the Fleet Maintenance Supervisor and the day-to-day work direction of mechanics on duty. Cleans, washes and pre-trips Transit Buses. Performs routine servicing and maintenance tasks on Transit and other fleet vehicles. Maintains the repair shop and grounds of the Mason Road site in an orderly and safe condition. Performs cleaning, maintenance and installation work on bus stops and shelters.

**KEY RESPONSIBILITIES** *include the following:*

1. To complete pre-trip safety checks of Transit vehicles consistent with legislative requirements.
2. To perform regular cleaning and fuelling of Transit buses and collection/deposit of fare receipts.
3. To assist the Fleet Maintenance Supervisor and Mechanics in performing safety checks and routine servicing of Transit buses and Regional District fleet vehicles.
4. To maintain and repair shop equipment (oil pumps, air compressor, air dryer, pressure washer, vehicle lift jacks and stands) as required by the Mechanics and to maintain the repair shop in a safe and orderly condition.
5. To perform installation, cleaning and maintenance work on bus stops and shelters.
6. To perform grounds maintenance and perimeter security safety checks to the Mason Road site.
7. To record information about hours worked into work orders on computerized maintenance management system.
8. To comply with, and promote, safe work practices and procedures in order to effect a safe and healthy work environment.

**TYPICAL ACTIVITIES** *include the following; other activities may be assigned:*

1. Fuels buses and empties fare boxes into fare vault when buses return to the Mason Road site. Completes pre-trip safety checks of all transit vehicles prior to revenue operation.

2. Vacuums, washes and fuels vehicles according to pre-determined schedule when required. Checks fluid levels and air pressure in tires; checks lighting systems, headlamps, turn signals and replaces them on request; vacuums and washes transit buses.
3. Assists mechanics by shuttling buses in and out of the repair shop or to other locations when required; performs errands such as picking up parts, tires and shipped items.
4. Acts as replacement bus driver for initial run when required on an emergency basis.
5. Cleans, oils and sharpens all shop equipment; sweeps and washes shop floor and removes garbage and oil.
6. Replaces bus stops that have been removed or damaged including grading of bus pull-out areas; cleans shelters and removes graffiti; assists other staff erecting new bus shelters.
7. Cuts grass, weed-eats and waters shrubs; cleans around fuel tanks and drains.

**KEY RELATIONSHIPS** *To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship. In all cases, the individual's behaviour must exemplify a member of a cohesive internal team in an organization that is an active link in the service delivery chain.*

- Transit drivers and other staff who drive Regional District vehicles.
- Fleet Maintenance Supervisor
- Suppliers and contractors

**DECISION MAKING AUTHORITY** *Decisions that are made in carrying out the typical duties of the job without referring to the Manager/Supervisor. In all cases, decisions made by the individual must be in the best interest of the organization and in keeping with the organization's goal and objectives.*

- Purchase of cleaning supplies within designated budget.
- Performing pre-trip inspections according to BC Transit requirements and reporting deficiencies to a mechanic
- Identification of other deficiencies with respect to vehicles or tools and reporting these to the mechanic.

**PROBLEM SOLVING ABILITY**

- Prioritizing workload

**QUALIFICATION REQUIREMENTS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum qualifications required.*

## **FORMAL EDUCATION AND TRAINING**

- Grade 12 or equivalent.
- Certificate from a mechanical pre-apprentice program or equivalent is preferred.

## **EXPERIENCE**

- Experience in the use and servicing of mechanical tools.

## **OTHER SKILLS/KNOWLEDGE**

- Valid Class 2 Driver's Licence with airbrake endorsement.
- Ability to work independently.
- Ability to operate a pressure washer and various power and hand tools.

## **MEASUREMENT DATA** *(To be used in combination with the SCRD core competencies)*

- All buses and pre-tripped fare boxes emptied into vault before buses return to revenue service.
- Assigned routine maintenance and cleaning of vehicles completed according to schedule.
- Accurate recording and allocating of time.
- Safety procedures followed 100%.

## **SUPERVISORY RESPONSIBILITIES**

- None

## **ADDITIONAL INFORMATION**

- Early morning shifts required: shifts cover seven days per week.
- The incumbent is expected to support Corporate sustainability and workplace safety objectives.
- Appointment is subject to the successful completion of a RCMP Criminal Records Search.
- Copy of current drivers abstract will be required.

**HANDY DART DRIVER**

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**EXEMPT:** No

**SALARY LEVEL:** Grid 1, Band 8

**SHIFT:** Varied

**LOCATION:** Mason Road

**APPROVED BY:** Gordon Dykstra

**Replaces:** *Handy Dart Driver*

**DIVISION:** Transit and Fleet Services

**DEPARTMENT:** Community Services

**SECTION:** Transit Services

**SUPERVISOR:** Transportation Superintendent

**DATE:** Nov 2020

**DATE:** *Oct 2016*

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**SUMMARY:** Under the general direction of the Transportation Superintendent, the Handy Dart driver provides service to customers on the lower Sunshine Coast. Service is provided to meet the expectations of customers to the greatest possible extent, with due regard for safety and within given time constraints.

**KEY RESPONSIBILITIES** *include the following:*

1. To drive a handyDART bus to pre-appointed Sunshine Coast locations or destinations.
2. To ensure the bus is safe to operate.
3. To comply with all applicable regulatory requirements, especially local traffic regulations.
4. To comply with, and promote, safe work practices and procedures in order to effect a safe and healthy work environment.

**TYPICAL ACTIVITIES** *include the following. Other activities may be assigned.*

1. Picks up and drops off passengers at specified locations: secures wheelchair or scooter passengers to ensure their safety; reports any delays or accidents to the Dispatcher or Manager.
2. Records fare transactions.
3. May perform pre-trip inspections for proper functioning of brakes, instruments, engine fluid levels, and wheelchair lift; may remove litter and lost/found items as required.
4. Prepares routine reports, including pre-trip inspection reports on general condition of the bus, time and mileage, passenger counts, fuel consumption and unusual incidents.
5. Observes, notes and reports any mechanical problems or damage found on the bus.

**KEY RELATIONSHIPS:** *To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship. In all cases, the individual's behaviour must exemplify a member of a cohesive internal team in an organization that is an active link in the service delivery chain.*

- General public
- Other Transit drivers

**DECISION MAKING AUTHORITY:** *Decisions that are made in carrying out the typical duties of the job without referring to the Manager. In all cases, decisions made by the individual must be in the best interest of the organization and in keeping with the organization's goals and objectives.*

- Decisions involved in the safe operation of the bus.
- Independent decision-making for reasons of safety, large economic risk or other similar urgency.

**PROBLEM SOLVING RESPONSIBILITY**

- To solve problems with difficult passengers in a non-confrontational manner, using conflict resolution skills.
- Dealing with traffic congestion, unexpected delays or poor road conditions.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.*

**FORMAL EDUCATION, TRAINING AND EXPERIENCE**

- Completion of Grade 12.
- Experience driving transit vehicles, trucks, or public passenger vehicles.
- Experience providing service directly to the public preferred.

**OTHER SKILLS & KNOWLEDGE**

- Valid Class 2 Driver's License with Air Brake endorsement.
- Safe driving record
- Ability to work independently and make decisions/problem solve based on sound judgement.
- Ability to deal effectively with confrontational passengers.
- Ability to perform pre-trip vehicle safety inspections.

**MEASUREMENT DATA** *(to be used in combination with the SCRD Core Competencies)*

- Safe, reliable, effective and courteous service.
- Adherence to Sunshine Coast Regional District and BC Transit policies.
- Effective interpersonal relationships with SCRD staff, co-workers and members of the public.
- Adherence to all traffic regulations.
- Strict confidentiality in matters concerning passengers.



**SUPERVISORY RESPONSIBILITIES**

- None

**ADDITIONAL INFORMATION**

- On Call drivers may be requested to report for work on short notice.
- May Involve shift and weekend work.
- Satisfactory results from RCMP Criminal Records check.
- Must be able to meet the physical requirements of the position.
- The incumbent is expected to support Corporate sustainability and workplace safety objectives.