

TRANSIT DRIVER (CONVENTIONAL)

EXEMPT: No

SALARY LEVEL: Grid 1, Band 10

SHIFT: Varied

LOCATION: Mason Road

APPROVED BY:

Replaces: Transit Driver (Conventional)

DIVISION: Transit and Fleet Services/Transit

DEPARTMENT: Community Services

SUPERVISOR: Transportation Superintendent

DATE: Nov 2020

DATE: Oct 2016

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.