

## **Employment Opportunity – Community Bus Driver**

Join our team at the City of Richmond's Community Leisure Transportation (CLT) program and make a difference in the community. As a Community Bus Driver, you will be a vital part of our commitment to ensure that youth, seniors, persons with disabilities, and all members of the community have access to transportation for community programs, services, and special events. If you are looking for fulfilling work with rewarding adventures, apply now and become a part of our team!

### **Position Overview**

Reporting to the Community Leisure Transportation Coordinator, the Community Bus Driver is responsible for safely transporting members of the general public, staff and volunteers in community buses (maximum 22 passengers) to various locations in Richmond and surrounding area.

### **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 loading passengers with mobility aids and securing wheelchairs to designated anchor points.
- Post-trip refueling and light cleaning of vehicles as required

#### **Administrative**

- Immediately report incidences, accidents or concerns to the Fleet Training Officer and/or Community Leisure Transportation Coordinator.
- Completing Driver's Log post-trip to record distance travelled and passenger count.

## Qualifications

- A valid, unrestricted Class 4, 2 or 1 BC Driver's License (an evaluation by the City of Richmond Fleet Training Department will be required) and experience operating a bus, truck or similar vehicle.
- Emergency First Aid & CPR Certificate.
- 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.
- Physically able to assist passengers entering and exiting the vehicles as required, including those that use mobility devices such as wheelchairs, scooters and walkers.
- Satisfactory completion of Reference Checks and a Police Information Check.

## Desired Qualifications

- Knowledgeable of the major roadways and routes in Richmond and surrounding area.
- Standard First Aid & CPR Certificate.
- Q'STRAIT Wheelchair Securement Training or equivalent.
- Experience working with people with all abilities, children, youth and seniors.
- Second language.

## Hours and Remuneration

- **Hours:** Casual, based on operational need.
- **Rate of Pay:** \$22.89 per hour, plus 4% vacation pay

## How to Apply

Interested candidates may apply for this position by sending a cover letter and resume to:

Community Leisure Transportation Coordinator  
Minoru Centre for Active Living  
7191 Granville Ave  
Richmond, BC V6Y 1N9  
[seniors@richmond.ca](mailto:seniors@richmond.ca)