



Village of Fraser Lake

Community Transportation Driver

Job Description:

Department:

Transportation

Organizational Relationship:

This position reports to the Chief Administrative Officer (CAO).

Nature and Scope of Work:

This is a staff position. The role is responsible for a wide range of driving, passenger care and administrative duties. Strong communication skills, time management, knowledge of the area and driving skills are essential for this role. Our goal is to provide a safe, clean and positive customer interaction transportation service. Developing positive relationships with the users of this service will help build our community.

Key Responsibilities:

- Word processing/document production
- Customer Communication
- Driving
- Operating Office equipment; photocopy, fax, computers
- Management of Sprinter Van
- Maintain the appearance of the interior and exterior of the vehicle
- Tracking ridership numbers
- Complete and maintain all required documentation
- Working with community groups to promote the service

Working Conditions:

- Generally, the Community Transportation Driver will be scheduled for an average of 18 hours per week. Extra hours are available for monthly day trips to other municipalities. Included in these hours are; driving, office administration, community meetings and vehicle maintenance. The service will operate two scheduled routes per week, and one out of town day trip per month
- Lifting of heavy items may be required (up to 40lbs)
- Assisting passengers on and off the vehicle may be required
- Working in hot and cold environments will be required throughout the year
- Safety focused, clean respectful environment

Job Duties:

- Drive an 11 passenger Sprinter van in a safe and reliable manner throughout the service area
- Fueling and maintaining the interior / exterior appearance of the vehicle
- Performing pre/post trip vehicle inspections per trip
- Complete and submit passenger manifests
- Phone and email booking passengers
- Assisting passengers and their items on and off the vehicle
- Positively interact with passengers
- Maintain a clean and professional appearance and demeanor
- Maintain a clean, organized office working space
- Promote the Community Transportation service
- Attend community group meetings as required
- Operate office equipment; photocopying, fax, scanner, etc.
- Attend all driver training sessions

Skills and Requirements:

- Valid Class 4 BC Drivers Licence with clean "No Contraventions" Drivers Abstract
- Clear criminal record
- Possess excellent customer service and communication skills
- Minimum 5 years driving experience
- Knowledge of Fraser Lake and surrounding area roads
- Technical competency in Microsoft Office, Microsoft Outlook, Word and Excel is required
- Knowledge and experience with Smart Phones
- Level 1 (basic) First Aid would be an asset
- Ability to lift heavy objects up to 40lbs