



## Township of East Zorra-Tavistock

### Job Description

### Transit Operator (Contract)

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1. **Position Title:**

Transit Operator – Contract (up to 6 months)

2. **Date Approved/Revisions:**

November 2023

3. **Wage:**

\$30.00 per hour plus 4 % vacation

4. **Reporting Relationships:**

Reports to:

Chief Administrative Officer

5. **Purpose:**

Reporting to the Chief Administrative Officer, The Transit Operator is responsible for providing safe and efficient transportation for the passengers of East Zorra -Tavistock Transit.

6. **Scope of Position:**

Hours are to follow the bus route schedule which consists of both weekdays and weekend shifts (Thursday to Saturday)

All work is performed according to Township policy or is rooted in legislation

**7. Responsibilities:**

Operate the bus on scheduled times

Pick up passengers and ensure safe access and egress

Conduct a daily thorough pre-trip inspection of the vehicle prior to operation

Operator must be physically able to crawl underneath or get down to the ground to look for damage to the underside of buses during pre- trip and post-trip inspections. Keys to the vehicle are to be in the Operators pocket at all times during a pre-trip inspection, when vehicle is not running.

Conduct a post-trip inspection after each shift to check for vehicle damage

Report any vehicle damage immediately to direct supervisor

Operator is responsible for maintenance, sanitizing and general cleaning of interior/exterior of bus

Courteous and respectful behavior to passengers

This position requires lifting and guiding wheelchair passengers onto the wheelchair lift and properly securing the tie-downs for wheelchairs. In addition, drivers must assist any passenger with special needs

Create a positive and inclusive environment for the passengers

Maintain necessary records

Reconcile trips with fares/ bus pass records and work with Finance staff

Operator is expected to be alert and well prepared for any situations that may arise while they are transporting passengers.

In the event of an accident, the Operator is responsible for safely removing the passengers on board the bus

Operator is to apply training, knowledge, and organizational policies and procedures.

**8. Working Conditions:**

Work is subject to scheduled routes and variable weather conditions

Work is performed in full view of the public

Ability to lift a minimum of 25 lbs

A clean Vulnerable Sector Police Check is required upon hire

**9. Hours of Work:**

Normal hours would revolve around the bus schedule

Attendance outside of the normal working hours may be required.

**10. Working Relationships:**

With Chief Administrative Officer – Discusses plans and priorities, receives direction, leadership and guidance, recommends operational improvements.

With Public Works Staff – receives information on road conditions, delays and closures on Township/County roads

With the Public – provides information and assistance; maintains a high level of tact and courtesy

With Emergency Services – co-operates in Emergency responses

**11. Requirements:**

Minimum of 3 years of passenger bus transportation experience

Letter from the previous employer's insurance company showing a minimum of 3 years verifiable coverage

Employee is required to have CSA approved safety boots.

Must hold and maintain a valid FDZ or CZ license

Must have a clean drivers abstract

Strong communication skills with an emphasis on customer service

Strong decision making skills and ability to manage conflicting priorities

High level of initiative and independent judgement and ability to work as a key team member with minimal supervision

Current First Aid & CPR is an asset

**12. Formal Education:**

Secondary School Grade 12 Diploma

**13. Impact of Errors:**

Operational errors would result in costly delays due to equipment and project breakdown and could create safety and convenience risks – death, injury, liability and unfavourable public relations.

Errors in giving information to the public could lead to inadvertent misleading of the public, poor public relations and embarrassment to staff, self and Council

**14. Control:**

General supervision from the Chief Administrative Officer is based on Council policy and applicable legislation and standards.

Licences and Certifications

Must hold a valid Class FDZ or CZ Drivers Licence

Health & Safety

Works safely and in conformity with the Township Health & Safety Policies, Procedures and Guidelines. Uses protective equipment as directed. Participates in Health & Safety training and education exercises.