

Communitas – Staff Position Description
SUPPORT STAFF

TITLE: Class 4 Driver – Lower Mainland
REPORTS TO: Director of Operations (DOO)

POSITION SUMMARY

This position is responsible for operating modified vehicles for Communitas employees and persons served by providing driving service to our programs in the Lower Mainland. This position will involve route planning, driving, fleet maintenance & administration, and supporting the transport of persons served (and staff) from their Communitas homes/programs to community-based activities and appointments.

SPECIFIC DUTIES

- Performs regular pre-trip inspections and helps coordinate routine maintenance on vehicles
- Operates standard and automatic commercial and modified vehicles in pickup and delivery of persons served and staff to activities and appointments in the community
- Plans and carries out daily routes with accuracy and timeliness while facing multiple demands with tight time pressures
- Fills out applicable paperwork (work orders, dispatch sheets, time cards, etc.)
- Responsible for refueling and cleaning vehicles, and transporting to mechanics, as needed
- Follows work detail direction from DOO and program managers
- Communicates with DOO regarding operational issues
- Works with the DOO to update and implement operating procedures in order to ensure continuous quality improvement
- Ensures proper securement of passengers and mobility devices
- Able to assist staff and persons served to get into the vehicles safely and without injury, including pushing, pulling, lifting or assisting persons served. Observes and controls the movement of persons served, ensuring their safety
- Maintains and utilizes Microsoft Bookings to manage a schedule of driving appointments, and helps facilitate managers and staff to successfully book pickups and drop offs
- Completes and submits monthly reports to the DOO
- Recognizes and deals with emergency situations following all protocols, as required
- Helps develop unpaid relationships with each person served
- Attends work related in-services as required by Communitas
- Maintains vehicle cleanliness, including the interior and exterior
- Provides vehicle pre-trip Inspection training with Communitas staff currently working on obtaining their Class 4 BC driver's license (restricted), as needed

REQUIREMENTS

- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Familiar with and able to implement 'Spirit of Gentleness' principles
- Experience in driving commercial vehicles in urban settings is preferred
- Ability to operate wheelchair lifts and equipment or willingness to learn
- Excellent interpersonal and motivational skills
- Experience and willingness to drive in all conditions, including snow and inclement weather
- Strong social skills with the ability to develop a positive rapport with persons served and staff
- Excellent teamwork skills as well as the ability to work independently without supervision
- Must have the physical ability to assist with the transferring of persons served in a wheelchair
- Ability to demonstrate friendly, courteous and effective communication skills when dealing with various passenger situations
- Familiarity with Fraser Valley geography, roads, and traffic patterns
- Possession of a valid Class 4 BC driver's license (restricted)
- Demonstrated safe driving record verified by a driver's abstract from the Motor Vehicle branch, and must continue to maintain a safe driving record
- Willingness to obtain Emergency First Aid Certificate with CPR