



ActiVan Specialized Transit Operator Contract – Up to 8 Months POSTING No. 202025

Come join our team! We are looking for candidates that share our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidates and are demonstrated in their work and interactions with colleagues and the community.

Reporting to the Transit Supervisor, this position is responsible for the safe and on-time transportation, assistance and comfort of passengers to various destinations. This position also ensures adequate fuel is available, fluids are topped-up in the vehicle for the day's schedule, the exterior and interior of the vehicle is clean and free of safety hazards. The Operator promotes a pleasant, customer focused and professional atmosphere.

Accountabilities:

- Operate assigned ActiVan vehicle in a variety of weather conditions, including hydraulic lift, electric and/or manual ramp
- Inspect interior and exterior of the vehicle and complete a logged circle check at the beginning and at the end of each shift, as well as visual exterior check of the vehicle when left unattended for more than 10 minutes; report any mechanical problems and complete a maintenance request form as needed
- Clean exterior and interior of transit vehicle to be free of salt, dirt and debris and remove garbage trash from the vehicle
- Fuel and top up all fluids for transit vehicle
- Physically assist passengers with disabilities passengers and seniors (including those using wheelchairs and scooters) to board and de-board the vehicle
- Load and secure wheelchairs, walkers and scooter using Q-Strait
- Ensure that all Town of Halton Hills Policies, Procedures and Practices, are adhered to and that all passengers adhere to wheel chair and scooter policies
- Log-in to the Automatic Vehicle Locator (A.V.L.) system at the beginning and log-off at the completion, of each shift. Utilize A.V.L. system by indicating pick up and departure of clients and communicates with dispatch using canned messages during their shift.
- Interpret schedule, plan route and drive passengers to specified destinations, verifying any changes to the schedule and following Dispatcher's instructions and responds to emergency situations with minimal supervision
- Collect cash fare and fare tickets
- In the event of an accident or emergency, ensures passengers' safety and follow ActiVan emergency procedures
- Complete all forms and reports as required
- Reports health and safety hazards and applies safety precautions and procedures in connection with the duties performed as required by WHMIS, MTO, ActiVan Policy and Procedures and Occupational Health and Safety Act

- Conducts work in a professional manner to convey a positive image of the Town of Halton Hills and wears supplied ActiVan uniforms at all times
- Performs other job related duties as assigned

You possess:

- Minimum 6 months of job related experience
- Secondary School Diploma, or equivalent
- Verbal and written communication skills
- Good interpersonal skills and the ability to work with persons with disabilities and seniors
- Ability to respond to emergency situations with minimum supervision
- Familiarity with Halton Hills area/roads and key destinations
- Ability to perform all physical requirements of the position
- First Aid and CPR Certification is considered an asset
- Completed defensive driving program and a familiarity with A.V.L. systems is considered an asset
- Knowledge of AODA (Accessibility for Ontarians Disability Act) and the Ontario Human Rights Code, R.S.O. 1990, c.H.19 is considered an asset
- A valid Ontario Vehicle Operator's permit class "B" or "C" license with a good driving record. Class "Z" endorsement is considered an asset
- Ability to obtain a clean Police Vulnerable Sector Check

Compensation: The rate for this contract position is \$24.85 per hour. This position involves working shifts including evenings and weekends.

Application: Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., March 27, 2020. Please quote Posting No. 202025 on your cover letter. Please apply using only one method of application below.

Mail:

Attn: Human Resources
Town of Halton Hills
1 Halton Hills Drive
Halton Hills, ON L7G 5G2
Posting No. 202025

Email: humanresources@haltonhills.ca (preferred)

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2

905-873-2601 | 1-877-712-2205 | 905-873-2347 (fax) | haltonhills.ca